

## Resume Sample Styles

**CHRONOLOGICAL STYLE:** This resume, in which your work experience is listed in reverse chronological order, is the most common type. Job duties and accomplishments are included with each position. This style works well for job seekers who have continued employment and relevant work experience.

### Lydia Engel

222 University Blvd. • St. Louis, MO 63108  
 (314) 555-1234 cell • [student@slu.edu](mailto:student@slu.edu)

#### PROFILE

A detail-oriented, organized Associate Proposal Writer with excellent communication skills and the ability to handle multiple projects and work under tight deadlines. Eager to translate solid classroom and writing experience into proposal management and writing support within the healthcare industry.

#### EDUCATION

Saint Louis University, St. Louis, MO

##### **Bachelor of Arts in English, Minor in Communication**

May 2014

- Worked 20 hours/week during academic year
- Coursework: Grant Writing, Writing for Public Relations, Technical Writing, Editing, Advanced Strategies of Rhetoric & Research, Business & Professional Writing

#### INTERNSHIP

**Special Events Intern**, Charity Foundation of Missouri, St. Louis, MO

Summer 2013

- Wrote and formatted letters to individual and corporate donors
- Managed variety of projects from start to finish, working with experienced writers
- Created materials including sponsorship brochures, fliers and postcards
- Presented final project to senior leadership within the organization

#### EMPLOYMENT HISTORY

**Customer Service Representative**, Graphic Supply Co., Clayton, MO

2012-Present

- Provide excellent customer service, acting as sales liaison
- Assist with training of new employees, systematized sales literature

**Resident Advisor**, Saint Louis University, St. Louis, MO

2011-2012

- Supported residence life in safety and security of 36 freshmen residents
- Promoted healthy lifestyle and referred residents to various campus resources
- Coordinated activities and managed entertaining programs to engage students

#### COMPUTER SKILLS

- Proficient in Microsoft Word, Excel, Publisher and PowerPoint
- Working knowledge of Adobe PhotoShop and Illustrator

#### HONORS/ACTIVITIES

Vice President of English Club, Saint Louis University

2011-2012

- Promoted club to students and organized various community service projects
- Communicated with English faculty in arranging events and sponsorship

SLU Make-A-Difference Day, Saint Louis University

2010-2013

**FUNCTIONAL STYLE:** This resume focuses on skills and is used for job seekers who have great transferable skills. This resume style is ideal for job seekers who are changing careers or who may not have direct employment experience for their targeted position.

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### SUMMARY

- Detail-oriented, organized, and eager to translate solid classroom and writing experience into proposal management and writing support
- Highly effective communicator with ability to handle multiple projects under tight deadlines
- Proficient in Microsoft Word, Excel, Publisher and PowerPoint; working knowledge of Adobe PhotoShop and Illustrator
- Recent coursework includes Grant Writing, Writing for Public Relations, Technical Writing, Editing, Advanced Strategies of Rhetoric & Research, Business & Professional Writing

### PROFESSIONAL EXPERIENCE

#### Writing and Communication

- Wrote and formatted letters to individual and corporate donors
- Created materials including sponsorship brochures, fliers and postcards
- Produced an online monthly bulletin that summarized information from residence life
- Communicated with English faculty in arranging events and sponsorship of English Club

#### Project Management

- Managed variety of projects from start to finish, working with experienced writers
- Systematized sales literature and organized sales floor
- Coordinated activities and managed entertaining programs to engage students
- Organized various community service projects and promoted campus club to students

#### Presentation and Leadership

- Presented final internship project to senior leadership within nonprofit organization
- Assisted with training of four new employees
- Held weekly meetings to support the safety and security of 36 freshmen residents
- Promoted healthy lifestyle and referred residents to various campus resources

### WORK HISTORY

|              |  |               |
|--------------|--|---------------|
| 2011-Present | <b>Customer Service Representative</b> , Graphic Supply Co.    | Clayton, MO   |
| Summer 2013  | <b>Special Events Intern</b> , Charity Foundation of Missouri  | St. Louis, MO |
| 2011-2012    | <b>Vice President of English Club</b> , Saint Louis University | St. Louis, MO |
| 2010-2011    | <b>Resident Advisor</b> , Saint Louis University               | St. Louis, MO |

### EDUCATION

|          |   |               |
|----------|---|---------------|
| May 2014 | <b>Bachelor of Arts in English</b> , Saint Louis University   | St. Louis, MO |
|          | <ul style="list-style-type: none"><li>• <b>Minor in Communication</b></li><li>• Worked 20 hours/week during academic year</li></ul> |               |

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**Your resume will be a unique document – please visit Career Services for assistance in tailoring a resume to your job search.**