

Sample Resume 1

Sue C. Senior

sue.senior@furman.edu

Box 23200 Furman University
Greenville, SC 29613
(864) 294-9999

2315 Magnolia Way
Columbia, SC 29201
(803) 555-5555

- OBJECTIVE** An Account Representative position in Marketing and Public Relations
- EDUCATION** **Furman University**, Greenville, SC **May 20xx**
Bachelor of Arts in Business Administration
Major GPA: 3.4/4.0 Overall GPA: 3.2/4.0
- Related Coursework:** International Business, Marketing Research, Digital Communication, Public Speaking, Graphic Art
- HONORS/ ACTIVITIES** Dean's List **20xx-20xx**
Class Agent **20xx**
Delta Tau Chi Fraternity **20xx**
• Vice President
Furman Admissions Ambassador **20xx-20xx**
Paladin Newspaper Reporter **20xx-20xx**
- EXPERIENCE** **SunTrust Bank**, Atlanta, GA **Summer 20xx**
Intern
- Conducted market research by compiling economic and demographic data within the target market areas for the bank
 - Developed profile descriptions of major competitors through internet research, Moody's records, Chamber of Commerce data, and other sources
 - Assessed the quality of service offered at bank branch offices by implementing a customer phone survey, compiling the data and preparing a report of findings and recommendations
- Furman University**, Greenville, SC **Fall 20xx- Spring 20xx**
Furman University Student Activities Board
Publicity Chair
- Designed brochures, flyers, mailers, signs and web-site to promote events
 - Prepared text for each promotion; including announcements, articles for the student newspaper and press releases
 - Worked with committee members, university staff, and vendors to create, produce and distribute the publicity materials
- Dillards**, Greenville, SC **Summer 20xx**
Sales Associate
- Created special promotion and merchandise displays to feature new products
 - Assisted customers with purchases and cash reconciliation
- Camp Seafarer**, Arapahoe, NC **Summer 20xx**
Evening Program Director
- Planned and implemented activities including games, crafts, sporting events, and music for 150 campers
 - Supervised three staff members by providing training, setting schedules and making daily assignments
 - Coordinated an awards banquet for the entire camp (600 women)

REFERENCES Available upon request

Sample Resume 2

SUE C. SENIOR

2902 East North Street • Greenville, SC 29615 • (864) 294-0000 • suecsenior@yahoo.com

Full-time accounting student with related experience seeking a part-time position in the capacity of JUNIOR ACCOUNTANT

- Currently enrolled in a four-year accounting program; excel academically while working part-time.
- Analytical problem solver with a strong figure aptitude and ability to quickly grasp complex concepts.
- Disciplined with a strong character developed from extensive athletics and community involvement.
- Personable with innate relationship-building qualities; communicate effectively in English and Spanish.

EDUCATION

Bachelor of Science, Accounting, May 20xx **Furman University, Greenville, SC**

Honors: Phi Eta Sigma, Freshman Honor Society Current GPA: 3.9
Coursework: Auditing, Federal Income Taxation, Principles of Financial Accounting, Cost Accounting Business Finance, Business Law, International Business

WORK EXPERIENCE

Supermarket City, Riverhead, NY November 20xx – present **Accounting Clerk, Internal Audit Department**

- Perform general accounting functions focused on high-risk audits of daily inventory for 47 stores, weekly disbursements of short-term payable accounts, and mandatory reporting activities for management review.
- Research, identify, and investigate over/under charges through review and analysis of vendors' aging reports for all store sites; and verify, reconcile, and approve payment for entry into network accounting system.
- Assisted personnel during tax season to trace high-risk fraudulent employee activities for all store locations.

Produce Clerk, Produce Department

- Assisted in broad areas of customer service, sales, marketing, staff training, quality assurance, inventory control, delivery verification, stocking, vendor relations, catering services, and product merchandising.
- Selected and trained four part-time clerks at another store location on daily produce department procedures.

Discount Suits Corporation, Riverhead, NY December 20xx-November 20xx **Sales Representative**

- Assisted in storewide functions, including sales counter and cashiering activities, part-time employee training, inventory control, stocking, merchandise display, purchasing, loss prevention, and problem resolution.

COMMUNITY INVOLVEMENT & AFFILIATIONS

Active Member, Accounting Society, Furman University
Furman Admissions Ambassador
Student Director Heller Service Corps

COMPUTER SKILLS

Microsoft Office 2013; Excel; PowerPoint; Prezi; QuickBooks. Install, configure, and troubleshoot various hardware and software components.

Writing an Effective Resume

Targeting Your Resume to a Specific Job or Career Field

Before summarizing an education and/or work experience on a resume, it is important to identify the knowledge, skills, and abilities developed in that experience that relate to your career objective. Use these recommendations and questions to “target” your resume to specific jobs and careers. Attempt to stress the points answered from the questions below.

Remember:

- Focus on job duties AND achievements when explaining past jobs and experiences.
- Relate your experience to the skills needed in the position for which you are applying.
- If possible, use the same type of vocabulary used in the job description.
- Consider how your past work experience relates to each of the job responsibilities needed in the position for which you are applying. Select and highlight those aspects of the experience most directly related to these duties.

Consider the following questions:

- What skills have you developed as a result of the experience?
- What do you know now that might be useful in the future?
- Did you supervise any people?
- Did you make any decisions or recommendations?
- What were your job responsibilities? How did they develop or change over the course of the experience?
- Did your experience involve working with other co-workers or on a team?
- Did you gather or analyze information?
- Can you quantify the results of your work?
- Did you utilize or develop any technical skills?
- Did you produce any written materials?
- Did you help others in any way?
- How well were you able to meet deadlines and handle pressure?
- Did you assume any leadership roles?
- Were you involved in any planning responsibilities?
- How much time did you work each week?