



RESUME SAMPLES

JOHN Q. PUBLIC

Montevallo, Alabama | 205-123-4567 | jqpublic@gmail.com

PROFILE

- Thorough knowledge and understanding of business principles and concepts
- Extensive financial, administrative, and customer service experience
- Strong analytical and technical abilities - Excellent mathematical abilities
- Excellent administrative and organizational skills - Strong interpersonal skills
- Computer Skills: MS Word, MS Excel, MS Access, QuickBooks
- Responsible - Detail oriented - Dependable - Team player - Honest

EDUCATION

UNIVERSITY OF MONTEVALLO – Montevallo, AL / 2019

- Bachelor of Science Degree in Business Administration
- Coursework: Management, Marketing, Finance, Accounting
- Dean's List - President's List - Scholarship
- Beta Alpha Psi National Accounting Honor Society (Active Member)
- Basketball Team (Captain, MVP) - Delta Chi Fraternity (Committee Chair)
- Volunteer Community Service: Habitat for Humanity, Make-a-Wish Foundation, YMCA

JEFFERSON STATE COMMUNITY COLLEGE - Birmingham, AL / 2017

- Associate of Arts Degree in Business Administration
- Dean's List - Phi Theta Kappa Honor Society - Business Club (President)

EXPERIENCE

NORTHWESTERN MUTUAL - Birmingham, AL / 2018

- Finance Intern
- Marketed various financial products - Provided financial planning advice
- Consulted with clients regarding insurance, investments, and retirement planning
- Utilized effective interpersonal, organizational, analytical, and financial skills
- Performed tasks with efficiency, timeliness, accuracy, and attention to detail

SMITH & JONES LAW FIRM - Birmingham, AL / 2016-18

- Administrative Assistant
- Performed various clerical functions - Maintained accurate files
- Processed paperwork - Handled payroll - Performed billing and collections
- Utilized effective administrative and organizational skills

JC PENNEY - Birmingham, AL / 2014-17

- Sales Associate
- Interacted with public - Greeted guests - Provided effective customer service
- Addressed customer needs and concerns - Answered customer questions
- Processed and expedited customer transactions - Operated cash register
- Handled cash - Balanced cash drawer and reconciled daily receipts

RESUME TIPS:

Use short phrases instead of complete sentences. Use non-narrative language. Arrange all information in a bulleted-list format. Be consistent with formatting. Focus on universal functions and transferrable skills.

DO NOT INCLUDE:

Objective statement, personal data, date of birth, hobbies and interests, street addresses, supervisors' names and contact information, list of references

HEADER

The header of your resume is similar to a letterhead. It contains your name (in large font size), city and state (no street address required), telephone number, and e-mail address.

PROFILE

The profile section of your resume is a summary or overview. It includes short bulleted statements that comment on your relevant experience (activities functions), knowledge (education, training), transferrable skills (relevant hard skills), technical skills (computer, languages), and personal traits (relevant soft skills).

EDUCATION

The education section of your resume lists the names, locations, and graduation dates of schools and colleges you have attended. It includes your degrees (diplomas, certificates), major concentration, coursework, awards, honors, clubs, organizations, memberships.

EXPERIENCE

The experience section of your resume lists the names, locations, and service dates of employers (companies, firms, organizations) you have worked for. It includes your job title, description of your functions, tasks, duties, and accomplishments.

John Q. Public

Montevallo, Alabama
(205) 123-4567 jqpublic@gmail.com

PROFILE

- Thorough knowledge and understanding of business principles and concepts
- Extensive financial, administrative, and customer service experience
- Strong analytical and technical abilities - Excellent mathematical abilities
- Excellent administrative and organizational skills - Strong interpersonal skills
- Computer Skills: MS Word, MS Excel, MS Access, QuickBooks
- Responsible - Detail oriented - Dependable - Team player - Honest

EDUCATION

UNIVERSITY OF MONTEVALLO – Montevallo, AL / 2019

- Bachelor of Science Degree in Business Administration
- Coursework: Management, Marketing, Finance, Accounting
- Dean's List - President's List - Scholarship
- Beta Alpha Psi National Accounting Honor Society (Active Member)
- Basketball Team (Captain, MVP) - Delta Chi Fraternity (Committee Chair)
- Volunteer Community Service: Habitat for Humanity, Make-a-Wish Foundation, YMCA

JEFFERSON STATE COMMUNITY COLLEGE - Birmingham, AL / 2017

- Associate of Arts Degree in Business Administration
- Dean's List - Phi Theta Kappa Honor Society - Business Club (President)

EXPERIENCE

NORTHWESTERN MUTUAL - Birmingham, AL / 2018

- Finance Intern
- Marketed various financial products - Provided financial planning advice
- Consulted with clients regarding insurance, investments, and retirement planning
- Utilized effective interpersonal, organizational, analytical, and financial skills
- Performed tasks with efficiency, timeliness, accuracy, and attention to detail

SMITH & JONES LAW FIRM - Birmingham, AL / 2016-18

- Administrative Assistant
- Performed various clerical functions - Maintained accurate files
- Processed paperwork - Handled payroll - Performed billing and collections
- Utilized effective administrative and organizational skills

JC PENNEY - Birmingham, AL / 2014-17

- Sales Associate
- Interacted with public - Greeted guests - Provided effective customer service
- Addressed customer needs and concerns - Answered customer questions
- Processed and expedited customer transactions - Operated cash register
- Handled cash - Balanced cash drawer and reconciled daily receipts

Susan W. Smith

Birmingham, Alabama | (205) 123-4567 | swsmith@gmail.com

PROFILE

- Thorough knowledge and understanding of marketing principles and concepts
- Extensive managerial, sales, and customer service experience
- Strong managerial and supervisory skills - Excellent creative abilities
- Excellent administrative and organizational skills - Strong interpersonal skills
- Dedicated - Quick learner - Conscientious - Determined - Energetic

EDUCATION

UNIVERSITY OF MONTEVALLO – Montevallo, AL | 2019

- Bachelor of Business Administration Degree - Concentration: Management
- Coursework: Marketing Principles, Professional Sales, Consumer Behavior
- American Marketing Association (Vice President) - March of Our Lives (Secretary)
- Chi Omega Sorority (Membership Chair) - Montevallo Masters - Volleyball Team
- Volunteer Community Service: Relay for Life, Big Sisters, American Diabetes Associates

HOMEWOOD HIGH SCHOOL - Homewood, AL | 2015

- Advanced Academic Diploma - Valedictorian
- National Honor Society - Future Business Leaders of America - Key Club
- Homecoming Queen - Class President - Most Likely to Succeed

EXPERIENCE

AMERICAN EAGLE - Birmingham, AL | 2017-19

- Assistant Manager
- Managed overall business operations, facilities, assets, and staff - Trained new staff members
- Ensured proper customer service - Tracked sales performance - Provided sales training to staff
- Managed, maintained, and control inventory - Ordered merchandise
- Utilized effective supervisory, administrative, and interpersonal skills

UM CHI OMEGA SORORITY – Montevallo, AL | 2018-19

- Membership Chair
- Coordinated recruitment and membership activities - Presided over various meetings
- Performed various public relations functions - Planned, organized and coordinated various events
- Utilized effective leadership, supervisory, administrative, organizational, and interpersonal skills

OLIVE GARDEN RESTAURANT - Birmingham, AL | 2016-17

- Server
- Interacted with public and provided effective customer service - Addressed customer needs and concerns
- Answered customer questions - Processed and expedited customer orders with speed and accuracy
- Utilized effective interpersonal skills and persuasive selling techniques
- Received Outstanding Customer Service Award

Ellen B. Goode

Montevallo, Alabama
(205) 123-4567 ebgoode@gmail.com

PROFILE

- Thorough academic knowledge and understanding of English language and literature
- Extensive writing, editing, research, and customer service experience
- Strong writing and editing skills - Excellent planning and organizational abilities
- Excellent interpersonal communication skills - Strong technical abilities
- Computer Skills: MS Word, MS Publisher, PhotoShop, WordPress
- Dedicated - Creative - Conscientious - Resourceful - Attention to detail

EDUCATION

University of Montevallo - Montevallo, AL / 2020

- Bachelor of Arts Degree in English
- Sigma Tau Delta English Honor Society - Tower Literary Magazine (Writer) - Falcon Poets
- Underground Poets Society (Active Member) - Alabamian Newspaper (Writer, Reporter)
- Residence Hall Association (Active Member) - Alpha Gamma Delta Sorority (Secretary)
- Volunteer Community Service: American Red Cross (Organizer), Alabama Literacy Council (Tutor)

EXPERIENCE

UM Alabamian Newspaper – Montevallo, AL / 2018-20

- Writer / Reporter
- Wrote, researched and edited various articles and feature stories - Conducted interviews
- Gathered relevant information and data - Utilized proper language and grammar skills

Birmingham News - Birmingham, AL / 2019

- Journalism Intern
- Conducted library and on-line research to support news articles - Wrote and edited copy for articles
- Assisted with news gathering activities - Utilized effective research and editing skills

American Red Cross - Birmingham, AL / 2018

- Volunteer/Organizer
- Helped plan, organize and coordinate large-scale public event (blood drive)
- Wrote press releases - Created promotional materials - Managed social media campaign
- Assisted with various public relations activities

Abercrombie & Fitch - Birmingham, AL / 2016-18

- Sales Associate
- Interacted with public and provided effective customer service - Answered customer questions
- Addressed customer needs and concerns - Provided product information
- Processed and expedited customer transactions - Operated cash register - Balanced cash drawer
- Reconciled daily receipts - Utilized effective interpersonal communication skills

JASON F. JONES

Montevallo, Alabama | (205) 123-4567 | jfjones@hotmail.com

SUMMARY

- Thorough knowledge and understanding of finance and business administration
- Extensive managerial, finance, and public relations experience
- Strong managerial skills - Excellent planning and public relations abilities
- Excellent financial skills - Strong analytical and technical abilities
- Active volunteer community service involvement - Attention to detail
- Computer skills: MS Word, MS Excel, MS Access, QuickBooks, TaxWise, MS PowerPoint

EDUCATION

University of Montevallo - Montevallo, AL | 2020

- Bachelor of Business Administration Degree – Concentration: Finance
- GPA 3.5 - Dean's List - Scholarship - Alpha Lambda Delta Honor Society
- Financial Management Association (Active Member)
- Alpha Tau Omega Fraternity (Treasurer) - Student Government Association (Senator)
- Montevallo Masters (Active Member) - Sigma Alpha Pi National Society of Leadership & Success
- Community Service: Big Brothers, Birmingham AIDS Outreach, March of Dimes

EXPERIENCE

Merrill Lynch - Birmingham, AL | 2017-19

- Investment Analyst
- Analyzed various investment options - Researched stocks and securities
- Provided financial advice and data to clients - Utilized financial and tax software
- Assisted clients with various financial planning needs - Utilized effective analytical skills

March of Dimes - Birmingham, AL | 2018

- Fund Raiser
- Planned, organized, promoted, and presented large scale public events
- Performed various event planning, fund raising, and public relations functions

Hibbett's Sporting Goods - Birmingham, AL | 2016-18

- Store Manager
- Managed overall business operations, facilities, assets, and staff - Utilized effective supervisory skills
- Trained new staff members - Interacted with public - Ensured proper customer service
- Managed, maintained, and control inventory - Ordered merchandise
- Balanced cash drawers and reconciled daily receipts

UM Alpha Tau Omega Fraternity - Montevallo, AL | 2018-19

- Treasurer
- Coordinated overall financial and accounting functions - Performed basic bookkeeping tasks
- Managed budget - Oversaw bank account - Wrote checks and purchase orders
- Approved and allocated funding for expenditures - Prepared financial statements
- Utilized effective managerial, financial, and administrative skills

Steven P. Random

Birmingham, Alabama / (205) 123-4567 / sprandom@gmail.com

PROFILE

- Thorough knowledge of biology, chemistry, and health-related concepts
- Extensive medical, research, and customer service experience
- Strong science and research skills - Excellent analytical and technical abilities
- Excellent interpersonal communication skills - Strong leadership abilities
- Dependable - Ambitious - Disciplined - Loyal - Responsible - Diligent

EDUCATION

UNIVERSITY OF MONTEVALLO - Montevallo, AL / 2019

- Bachelor of Science Degree in Biology - Minor Concentration: Chemistry
- GPA 3.7 - Dean's List - Alpha Epsilon Delta Pre-Health Honor Society
- Omicron Delta Kappa Leadership Honor Society
- Football Team - Resident Advisor - Montevallo Masters - Baptist Campus Ministries
- Volunteer Community Service: American Red Cross, Birmingham AIDS Outreach

HOOVER HIGH SCHOOL - Birmingham, AL / 2015

- Advanced Academic Diploma
- Science Award - Biology Club - Chemistry Club - Varsity Football Team
- Volunteer Community Service: March of Dimes, American Heart Association

EXPERIENCE

BROOKWOOD MEDICAL CENTER - Birmingham, AL / 2019

- Pre-Health Intern
- Assisted with patient intake process - Observed patient consultations
- Assisted with minor medical procedures - Provided clerical support - Observed surgical procedures

UAB MEDICAL LIBRARY - Birmingham, AL / 2018-19

- Library Assistant
- Interacted with medical school students - Provided effective customer service
- Assisted patrons with research materials - Organized books, journals and publications
- Performed functions with efficiency, accuracy, and attention to detail

UM BIOLOGY DEPT - Montevallo, AL / 2017-19

- Student Researcher
- Conducted in depth biological and chemistry research on the effects of caffeine on migraine headaches
- Utilized laboratory equipment - Conducted laboratory experiments
- Wrote research paper - Gave oral presentation - Participated in poster session
- Utilized effective research, technical, analytical, and critical thinking skills

UM RESIDENCE LIFE - Montevallo, AL / 2016-19

- Resident Advisor
- Provided leadership and supervision - Enforced rules and regulations
- Ensured safety and security - Planned and organized various events and activities
- Utilized effective leadership, administrative, organizational and interpersonal skills

Tammy G. Favor

Birmingham, Alabama | (205) 123-4567 | tgfavor@montevallo.edu

S U M M A R Y

- Thorough knowledge and understanding of education and teaching concepts
- Extensive teaching, tutoring, and childcare experience
- Strong teaching and instructional skills - Excellent interpersonal and facilitative abilities
- Excellent presentation skills - Strong leadership and motivational abilities
- Language Proficiency: Fluent in Spanish (Conversational, Written)
- Responsible - Team player - Personable - Trustworthy - Strong work ethic

E D U C A T I O N

University of Montevallo - Montevallo, AL | 2020

- Bachelor of Arts Degree in Elementary Education - Minor Concentration: Spanish
- Teacher Certification: Kindergarten through Fifth Grade
- Dean's List - Scholarship - Kappa Delta Epsilon Education Honorary
- Delta Gamma Sorority (Active Member) - Falcon Success Center (Peer Tutor)

E X P E R I E N C E

Green Valley Elementary School - Hoover, AL | 2020

- Student Teacher Intern
- Conducted classroom teaching - Practiced classroom management
- Devised and implemented daily lesson plans - Facilitated various classroom activities
- Created and used variety of instructional materials - Conferred with parents
- Utilized effective leadership, administrative, organizational and interpersonal skills

UM Falcon Success Center Center - Montevallo, AL | 2017-19

- Tutor
- Provided tutoring and academic support - Assisted students with study skills
- Helped students understand difficult concepts - Critiqued writing assignments
- Utilized effective teaching, instructional, and motivational skills

Tammy's Babysitting Service - Birmingham, AL / 2016-19

- Babysitter
- Provided care and supervision for children - Ensured safety and security of children
- Facilitated various recreational activities - Read books and played games with children

First Methodist Church - Birmingham, AL | 2015-18

- Sunday School Teacher
- Conducted classroom teaching - Devised and implemented weekly lesson plans
- Facilitated various classroom activities - Used variety of instructional materials
- Led discussion groups - Utilized effective teaching and interpersonal skills

Phillip K. Green

Birmingham, Alabama
(205) 123-4567 | pkgreen@gmail.com

PROFILE

- Thorough knowledge of biological and environmental sciences
- Extensive research, educational, environmental and sustainability experience
- Strong science and research skills - Excellent analytical and technical abilities
- Excellent interpersonal communication skills - Strong organizational and planning abilities
- Responsible - Conscientious - Team player - Quick learner - Self starter

EDUCATION

University of Montevallo - Montevallo, AL | 2019

- Bachelor of Science Degree in Environmental Studies
- Alumni Scholarship - Beta Beta Beta Biology Honor Society - Montevallo Masters
- Environmental Club (Secretary) - Cahaba River Society - Disc Golf Club - Soccer Team
- National Wildlife Federation - Alabama Environmental Council
- Volunteer Community Service: Turkey Creek Nature Preserve, Environmental Center, Alabama Wildlife Rehabilitation Center

Lawson State Community College - Birmingham, AL | 2017

- Associate of Science Degree in Biology
- Biology Club - Environmental Action Corps (Treasurer) - Sierra Club
- Volunteer Community Service: Ruffner Mountain Nature Center, Birmingham Zoo

EXPERIENCE

Jones Valley Urban Farm - Birmingham, AL | 2019

- Environmental Sciences Intern
- Performed various organic farming tasks - Assisted with crop maintenance
- Implemented practical techniques related to sustainability concepts
- Learned about current environmental and conservation issues

Birmingham Zoo - Birmingham, AL | 2016-18

- Animal Attendant
- Assisted with animal feeding and grooming - Observed veterinary procedures
- Interacted with public - Conducted tours - Provided educational information
- Performed tasks requiring knowledge of animal and environmental science

Fresh Water Land Trust - Birmingham, AL | 2017

- Environmental Sciences Intern
- Collected water samples - Recorded and processed data - Wrote reports
- Conducted research - Collected and compiled statistical data
- Assisted scientists and researchers with ecological projects

DAVID Z. WRIGHT

Montevallo, Alabama
(205) 123-4567 | dzwright@montevallo.edu

PROFILE

- Thorough knowledge of business, finance, accounting, and marketing concepts
- Extensive managerial, sales, and customer service experience
- Strong managerial and supervisory skills - Excellent creative abilities
- Excellent administrative and organizational skills - Strong interpersonal skills
- Dedicated - Quick learner - Conscientious - Determined - Energetic

EDUCATION

UNIVERSITY OF MONTEVALLO - Montevallo, AL / 2018

- Bachelor of Business Administration Degree – Concentration: Finance
- Coursework: Management, Marketing, Finance, Accounting
- Dean's List - GPA 3.8 - Omicron Delta Kappa Leadership Honor Society
- Student Government Association - University Program Council - Debate Society
- Alpha Phi Alpha Fraternity (Treasurer) - African American Studies Club

EXPERIENCE

UM ALPHA PHI ALPHA FRATERNITY - Montevallo, AL / 2017-18

- Treasurer
- Performed various financial and accounting functions - Managed budget
- Ensured overall financial stability - Maintained financial reports
- Approved all purchases - Negotiated contracts for products and services
- Utilized effective financial, administrative, and organizational skills

NOWLIN & ASSOCIATES - Birmingham, AL / 2017

- Financial Planning Intern
- Performed various sales and financial planning functions
- Created database of prospective clients - Utilized effective prospecting techniques
- Performed outside sales functions - Addressed customer needs and concerns
- Offered individual financial advice and consultation to clients
- Answered customer questions and provided technical information

UM UNIVERSITY PROGRAM COUNCIL - Montevallo, AL / 2015-17

- Board Member
- Performed various event planning and project management functions
- Planned and organized various large scale public events and activities
- Handled arrangements, logistics, and set up for entertainment venues

YMCA SUMMER CAMP - Birmingham, AL / 2014

- Counselor
- Provided supervision and monitoring - Organized and facilitated various developmental activities
- Led small group discussions - Offered motivation and encouragement
- Utilized effective leadership, organizational, and interpersonal skills

Anna B. Artsy

Birmingham, Alabama | (205) 123-4567 | abartsy@gmail.com

Profile

- Thorough knowledge of theatre, music, and the performing arts, including understanding of acting, set and light design, choreography, company management, and playwriting
- Extensive theatrical, musical, and dance performance experience
- Strong theatrical and musical performance skills - Excellent creative and technical abilities
- Excellent verbal and written communication abilities - Strong organizational and planning skills
- Dedicated - Expressive - Team player - Ambitious - Critical thinker - Energetic

Education

University of Montevallo – Montevallo, AL | 2020

- Bachelor of Arts Degree in Theatre Arts - Minor Concentration: Music
- Coursework: Intro to Theatre, Beginning & Intermediate, Acting, Voice & Movement, Set Design, Technical Workshop, Musical Theatre, Directing & Stage Management, Audition Class
- Alpha Psi Omega Theatre Honor Society - Theatre Student Organization
- Volunteer Community Service: Birmingham Festival Theatre, Sidewalk Film Festival, Birmingham Art Walk,

Hoover High School - Birmingham, AL | 2015

- Advanced Academic Diploma - National Honor Society - Fine Arts Institute
- National Thespian Society - Drama Club - Choir - Glee Club
- Volunteer Community Service: Birmingham Youth Choir, Red Mountain Theatre

Experience

UM Theatre Department - Montevallo, AL | 2020

- Performer (Fiddler on the Roof)
- Acted, sang, and danced in large-scale theatrical production - Maintained rigorous rehearsal schedule
- Assisted with costume and make-up - Utilized effective acting, singing, and dance technique

Birmingham Festival Theatre - Birmingham, AL | 2019

- Performer (Music Man)
- Acted, sang, and danced in theatrical production - Maintained rigorous rehearsal schedule
- Assisted with props and set design - Utilized effective acting, singing, and dance technique

UM Theatre Department - Montevallo, AL | 2018

- Theatre Student (Theatre Project)
- Assisted with stage and company management functions
- Helped coordinate technical aspects of theatre production, including lighting, sound, and set design
- Learned and utilized effective playwriting techniques - Wrote and produced one-act play

Hoover Public Library Theatre - Birmingham, AL | 2017

- Performer (Our Town)
- Acted in small-venue theatrical production - Attended regular coaching and rehearsal sessions
- Assisted with props and costume - Utilized effective acting technique

Rebecca K. Johnson

Montevallo, Alabama
(205) 123-4567 | rkjohnson@gmail.com

PROFILE

- Thorough knowledge of business, management, marketing, finance, and accounting
- Extensive international, business, marketing, instructional, and community service experience
- Strong public relations skills - Excellent teaching and interpersonal abilities
- Excellent leadership and managerial skills - Strong organizational and planning abilities
- Conscientious - Team player - Diligent - Quick learner - Strong work ethic - Disciplined

EDUCATION

University of Montevallo, Montevallo, AL | 2019

- Bachelor of Business Administration Degree – Concentration: Marketing
- GPA 3.8 - Dean's List - Omicron Delta Kappa National Leadership Honor Society
- Soccer Team (Captain) - Alpha Delta Pi Sorority (Vice President of Membership)
- Volunteer Community Service: Relay for Life, Urban Kids, Impact Alabama, Junior Achievement

EXPERIENCE

UM Business Department - Montevallo, AL | 2019

- Business Student (Senior Business Project)
- Created start-up business - Wrote and implemented business plan - Produced and sold product
- Coordinated marketing and promotional efforts - Generated daily sales reports
- Utilized effective entrepreneurial, administrative, planning, and organizational skills

Vineyard Brands - Birmingham, AL | 2018

- Summer Marketing Intern
- Performed various marketing and public relations functions - Assisted with social media campaign
- Learned about warehouse operations, supply chain management, product distribution, and logistics
- Shadowed sales reps - Interacted with clients - Attended sales meetings

UM Study Away - Montevallo, AL | 2017

- Global Business Student (Italy)
- Visited business locations in Italy - Lived with host family - Learned Italian language and culture
- Toured European agri-business firms - Conducted extensive economic and business research
- Utilized effective interviewing, research, writing, editing, and interpersonal skills

Relay for Life - Birmingham, AL | 2017

- Volunteer
- Performed various fundraising and public relations functions
- Created promotional signage - Helped plan, organize, and coordinate large-scale public event
- Utilized effective planning, organizing, and interpersonal skills

Junior Achievement - Birmingham, AL | 2016-17

- Volunteer
- Performed instructional and teaching functions - Created weekly lesson plans
- Taught classes to high school students about basic business and economics concepts
- Facilitated group discussions and hands-on activities
- Utilized effective teaching, public speaking, and interpersonal skills