

SAMPLE RESUME

Student's Full Name
Student's Street or Mailing Address
Student's City, State, Zip
Student's Telephone Number

OBJECTIVE: Utilizing my education and hands-on experience, I wish to gain meaningful work experience and employment with your facility in the field of Electronics (may be more specific here such as electronic assembly, etc.).

EDUCATION:

1996 - Present Academy of Careers and Technology
390 Stanaford Road, Beckley, WV
Medical Terminology

1994 - Present Academy of Careers and Technology
390 Stanaford Road, Beckley, WV
Electronics Technology

1991 - 1992 Valley Training Center
Industrial Park Drive, Beckley, WV
Office Technology

1988 - 1990 Raleigh County Vocational Technical Center
390 Stanaford Road, Beckley, WV
Computer Technology

1987 - 1990 Woodrow Wilson High School
Stanaford Road, Beckley, WV
Diploma

Skills: Mastered a curriculum which included the following:

IBM Computer	Electronical Devices Repair & Assembly
- WordPerfect	Soldering/De-soldering
- MSDOS/Windows	Electronic Test Equipment
- Lotus 1-2-3	Digital Electronics
- dBase III Plus	AC/DC Electronics
Typing I, II, III	Semi-Conductors
English/Editing/Spelling	
Filing/Telephone Etiquette	First Aid and CPR Certification

EXPERIENCE:

3/12 - Present VA Medical Center
Bio-Medical Department
Co-Op Student

1992 - 1993 National Mine Service Company
Ragland Road, Beckley, WV
Secretary (Duties listed below)
Computer, petty cash, telecommunications, employee files and hours, all office procedures, correspondence to clients, and daily/weekly/monthly reporting

1986 - 1988 Raleigh General Hospital
Harper Road, Beckley, WV
Candystriper

Student's Full Name
RESUME PAGE 2

REFERENCES: Mr. Dean Rylant, Instructor
Academy of Careers and Technology
390 Stanaford Road
Beckley, WV 25801
304-256-4615

Mr. Jim Campbell, Instructor
Academy of Careers and Technology
390 Stanaford Road
Beckley, WV 25801
304-256-4615

Mr. Glenn Smith, Vice Principal
Academy of Careers and Technology
390 Stanaford Road
Beckley, WV 25801
304-256-4615

Do not include friends

sample

JOHN DOE
Mailing Address
City, State, Zip
Telephone

Personal Objective Position with automotive repair or body shop.

Experience **Automotive Repair and Body Work**

- *Assisted with complete exterior repair of six cars.
- *Assisted in engine rebuild and repair.
- *Detail painting on two vans.
- *Interior work on several vans.

Home Maintenance

- *Provided landscaping maintenance for apartment complex.
- *Interior and exterior painting of two homes.
- *Assisted with roofing of one new home and repair on another.
- *Minor carpentry work for apartment complex.

Work History Handyman 1991 - present
Name of business
Address of business
Beckley, WV 25801
Supervisor: Name
Duties: landscape maintenance, carpentry, general repair.

Custodian 1990 - 1991
Name of business
Address of business
Beckley, WV 25801
Supervisor: Name
Duties: sweeping, vacuuming, cleaning restrooms, basic janitorial work.

Skills & Activities Sign language, drawing, member of V.I.C.A. and Boy Scouts of America

Education Academy of Careers and Technology, 390 Stanaford Road,
Beckley, WV 25801, Certificate received June 1997
Courses: Auto and Diesel Mechanics I & II

Liberty High School, P.O. Box 265, Glen Daniel, WV 25844
Diploma received June 1997

References Mr. Charles Pack, Instructor, Academy of Careers and Technology,
390 Stanaford Road, Beckley, WV 25801, 256-4615

Mr. Charles Underwood, Instructor, Academy of Careers and Technology,
390 Stanaford Road, Beckley, WV 25801, 256-4615

Name, Supervisor, Name of business, Address of business,
Beckley, WV 25801, Telephone number

JOHN DOE
Mailing Address
City, State, Zip
Telephone

JOB DESIRED Apprentice mechanic with automotive repair company with opportunity to train as auto mechanic.

EDUCATION Woodrow Wilson High School, Beckley, 1990 to present

Shady Spring High School, Shady Spring, 1988 - 90

SKILLS Mechanically inclined, with skills ranging from basic auto mechanics to very technical electrical diagnostics.

Experienced with engine overhaul, suspension, brakes, fuel, and power train.

Experienced with motor detailing.

Some auto-body repair experience.

**WORK
EXPERIENCE**

Academy of Careers and Technology Auto Shop, 1991 - present

Duties include: Tune-ups, oil changes, general check-up and trouble shooting in student-run auto mechanics shop. Diagnose and repair mechanical problems on cars, trucks, and vans.

Joe's Radiator, Inc. 1991 - present

Duties include: Cleaning and testing radiators, installing replacement radiators, and motor detailing. Shop services both foreign and domestic cars. Assisted with stock warehouse.

Toro Lawn Service, 1990 - 1991

Duties included: Planting, mowing, pruning, and hedging for three apartment complexes and four office complexes. Responsible for maintaining nursery inventory.

REFERENCES Available upon request

RESUME
Sam Jones
Street Address
City, State, and Zip
304-Phone

OBJECTIVE

I would like to secure a position in the retail sales industry where I may utilize my educational and work experience abilities.

EDUCATION

1995 - Present Academy of Careers and Technology

390 Stanaford Road
Beckley, WV 25801
256-4615


Medical Assisting
Medical Transcription

1993 - 1996 Woodrow Wilson High School

410 Stanaford Road
Beckley, WV 25801

High School Diploma--College Preparatory

EMPLOYMENT

 Restaurant

Address

Telephone

Supervisor

Duties include:

- Customer service
- Cash Register Operations
- Food preparation and handling

SPECIAL SKILLS

Typing speed 40 words per minute
(Should list more if applicable)

HOBBIES AND INTERESTS

Basketball, reading, and computers

REFERENCES:

Excellent references available upon request
OR (List 3 references)

RESUME
Name
Mailing Address
City, State, ZIP
304-(Phone)

OBJECTIVE:

Based upon my successful work experience, I feel that I would make a valuable asset to your company.

EDUCATION

Marsh Fork High School--Montcoal, G.E.D.

Continuing Education Programs in the following:

- 80 Hours Underground Training current
- 40 Hours Surface Training current
- 8-Hour Annual Retraining Program
- WV Certified stick and mig welder

EMPLOYMENT

1978-1994 Armco Steel and Peabody Coal Company
Underground and Surface Coal Miner

Skills and Duties:

Scoop and Shuttlecar Operator, Motorman (Supply, Mainline, and Man Trip), Track bolter, all longwall-related jobs, Trackman--with the ability to lay all types of switches, Beltman--with the ability to install or remove beltheads, Bradishman, Wireman, Dispatcher, General Laborer, Certified Welder, Slate/Rock truck driver, Forklift Operator, and Endloader Operator (All sizes 950-992)

1976-1977 Ruttman Construction
Silo builder

REFERENCES:

Name, Mine Manager, 304-934-7642

Name, Mine Foreman, 304-854-0133

Name, Instructor, Academy of Careers and Technology
(Home: 304-Phone)
(Work: 304-Phone)

Name
Mailing Address
Beckley, West Virginia 25801
304-Phone

OBJECTIVE: Seek employment in the field utilizing my training in Computer Aided Design

EDUCATION:

1995 - Present	Academy of Careers and Technology 390 Stanaford Road Beckley, West Virginia 25801 Telephone: 256-4615 Mr. Jeff Lacy, Instructor
1995 - Present	West Virginia University Institute of Technology Currently attending a two-year drafting program
Spring 1996	Academy of Careers and Technology Completed 51-hour course in AutoCad Release 12
1995 Graduate	Woodrow Wilson High School

WORK EXPERIENCE:

1994 - Present	Hertz Rental Car Room 100, Airport Circle Beaver, West Virginia Telephone: 252-2385 Duties: Maintenance on all rental cars Supervisor: Name
----------------	--

REFERENCES:

Mr. Jeff Lacy, Instructor, Academy of Careers and Technology, 256-4615

Mr. Name, Title, Name of Business, Phone

NAME
Mailing Address
Beckley, WV 25801
Phone

OBJECTIVE: To obtain part-time employment in retailing.

EDUCATION: 1995 - Present Academy of Careers and Technology
390 Stanaford Road, Beckley, WV
Medical Assisting
Medical Transcription

1994 - Present Woodrow Wilson High School
Beckley, WV 25801
High School Senior

SKILLS: Secretarial
Computer and Cash Register
Typing speed: 40 Words per minute

INTERESTS: Computer

REFERENCES: Mrs. Peggy Truman, Instructor, Medical Assisting
Academy of Careers and Technology
390 Stanaford Road
Beckley, WV 25801
304-256-4615

Mrs. Lisa Smith, Instructor, Medical Transcription
Academy of Careers and Technology
390 Stanaford Road
Beckley, WV 25801
304-256-4615

NAME
Mailing Address
City, State, ZIP
304-Phone

OBJECTIVE: To gain meaningful experience and employment utilizing my education and work experience.

EDUCATION: 1996 - Present Independence High School
Independence Road
Coal City, WV 25823
High School Senior

1996 - Present Academy of Careers and Technology
390 Stanaford Road, Beckley, WV
Medical Terminology

1993 - Present Academy of Careers and Technology
390 Stanaford Road, Beckley, WV
Electronics Technology

1994 - 1995 Nine College Credit Hours with Bluefied State College
1 hour - Electrical Assembly Lab
4 hours - Technical Mathematics I
4 hours - Fundamentals of Digital Computers

Skills

IBM Computer	Electronical Devices Repair & Assembly
- WordPerfect	Soldering/De-soldering
- MSDOS/Windows	Semi-Conductors
- Lotus 1-2-3	AC/DC Electronics
	Digital Electronics
CPR and First Aid	Various electronic testing equipment

EXPERIENCE: 1996 - Present McDonald's
Lester Square
Drive-Thru Cashier

1995 - Summer Raleigh General Hospital
Candystriper

NAME
RESUME PAGE 2

REFERENCES: Mr. Jim Campbell, Instructor
Academy of Careers and Technology
390 Stanaford Road
Beckley, WV 25801
304-256-4615

Supervisor's Name
Lester Square McDonald's
683-4482

Mr. Glenn Smith, Vice-Principal
Academy of Careers and Technology
390 Stanaford Road
Beckley, WV 25801
304-256-4615

Chronological Resume: Sample 1

	>>	Close	Print
--	----	-------	-------

Jane Morris
1078 Highway E
Brussels, Wisconsin 78025
(414) 921-2871

Objective

Use my oral and written communication skills extensively in a work situation.

Education

B.A. English and Psychology, University of Wisconsin-Green Bay, 1989.

Work Experience

- 1994 - 1996 **University of Wisconsin-Green Bay, Department of English**
Instructor. Taught introductory course in literature and basic and advanced courses in college writing and research.
- 1993 - 1994 **Milwaukee Area Technical College, Liberal Arts and Sciences**
Part-time Instructor. Taught courses in composition, developmental writing, and reading comprehension.
- 1991 - 1993 **Technical Writing Support Systems, Detroit**
Trainer. Conducted basic and advanced courses in technical writing on-site for various businesses in the Midwest. Helped design, write, and edit new training manuals for the courses.
- 1989 - 1991 **United States Peace Corps, Poland**
Instructor of English as a Foreign Language. Taught English as a foreign language at the high school level. Assisted native instructors with lesson plans.

Additional Experience

Helped the Green Bay Chamber of Commerce on a volunteer basis to develop television and radio advertising for various community activities. Served as an intern for a Detroit radio station, doing phone interviews and writing stories for broadcast. Wrote articles for the University of Wisconsin-Green Bay newspaper.

Personal

Have traveled extensively in Europe and former countries of the Soviet Union. Speak Polish.

Chronological Resume: Sample 2

<<	>>	Close	Print
----	----	-------	-------

CHERYL NEWTON
106 Quincy Avenue, #3E
Milltown, Virginia 22001
804/499-3582

- EDUCATION** B.S. Computer Science, Virginia Polytechnic Institute and State University (Virginia Tech), 1994.
- PROFESSIONAL EXPERIENCE**
- Project Manager, Computer Systems Support, Inc., 1995-present.**
Manage on-line system training and support to new field computer operators. Develop technical support materials for use by field computer operators. Provide technical assistance for a network of computer hardware and software applications.
- Trainer, Hi-Tech Temporary Services, 1992-95.**
Trained temporary workers in various PC and Macintosh applications. Developed new training materials.
- Computer Lab Assistant, Virginia Tech, 1993-94.**
Assisted students, faculty, and staff using the computer lab. Designed a quick reference card for lab PC's. Presented overview of lab services to groups of students.
- Support Associate, Milltown Home Health Care, 1991-92.**
Assisted in the development and implementation of an on-line database of client information. Helped to edit a quarterly report on home health care.
- Sales Associate, Home & Office Computers, 1988-1991.**
Performed sales duties for a computer specialty store. Assisted customers in the store and through phone orders.
- ACTIVITIES** Participated in computer club at Virginia Tech, helping local high school students learn computer systems. Enjoy reading computer magazines and learning new computer applications.
- REFERENCES** References available upon request.

Chronological Resume: Sample 3

<<		Close	Print
----	--	-------	-------

MICHAEL STEWART
683 Pine Grove Circle
Syracuse, New York 13026
315/913-5047

OBJECTIVE

To become a chef in a high quality restaurant with a diversified, multi-ethnic menu.

EDUCATION AND TRAINING

Second-year student in culinary arts at Culinary Institute of Hyde Park, New York.
Course work includes appetizer, sauce, soup, and pastry preparation.

CAPABILITIES

- Prepare menus reflecting different ethnic influences.
- Experiment with new ideas in cooking.
- Collaborate with others in large-scale meal preparations.

EXPERIENCE RELATED TO PROFESSION

PASTRY CHEF ASSISTANT, Bistro 2000, New York, summer 1996.

Assisted head pastry chef in a French-style restaurant. Helped prepare a variety of desserts.

SOUS CHEF, Restaurant Normandy, Figeac, France, 1995.

Assisted head chef at established, traditional French restaurant. Learned about and prepared several types of salads, soups, and sauces. Helped prepare entrees.

COOK, Oakton's, Syracuse, 1993-95.

Cooked main courses for a restaurant featuring American and continental cuisine. Prepared salads and desserts. Trained assistant cooks.

ADDITIONAL EXPERIENCE

WAITER, Oakton's, Syracuse, 1990-93.

Waited tables, greeted customers for seating, and helped train new wait and bus staff.

PERSONAL

Read food and wine magazines. Enjoy entertaining for friends and family. Speak French and Spanish.

ORGANIZATIONS

Chefs de Cuisine Association of America

Functional Resume: Sample 1

	>>	Close	Print
--	----	-------	-------

Jamie Singer
255 River Lane
Batavia, Illinois 70532
815/660-7143

EDUCATION Junior at Batavia High School. Honor roll second semester of sophomore year and both semesters of junior year. Best subjects are art, math, science, English, and creative writing.

SKILLS

Artistic
Won a National Scholastic Art Award (silver medal) for pendant designed in art class. Researched Claude Monet and completed painting imitating his style. Designed Tudor-style home out of sticks for humanities class. Design models without kits at home.

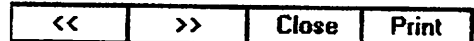
Analytical/Problem-Solving
Scored highest in math and science on TAP and ITED. Receive highest grades in math and science. Applied math to figure one year's budget for school French Club.

Writing
Earned nomination for personal essay in school district writing contest. Scored high in writing on TAP. Wrote letters for boss as an office assistant at Batavia Heating and Air Conditioning.

Interpersonal
Conduct meetings as president of school French Club and plan activities to get everyone involved. Worked with others to organize school retreat weekend. Evaluated other groups one-on-one for school talent show.

REFERENCES References available upon request.

Functional Resume: Sample 2



CARLOS WILSON
568 Norwood Street
Pensacola, Florida 32002
(904) 874-9320

Employment Objective

To work in marketing and sales for a growing company.

Education

Associate of Arts degree (business concentration) from Pensacola Junior College, 1995.
Studied marketing, sales, promotions, and advertising.

Capabilities

- Plan effective promotional campaigns.
- Design innovative print advertising.
- Understand customer needs.
- Research potential for new products.

Work Experience

Assistant Project Director for Alumni Fund Campaign, Pensacola Junior College, 1994.
Planned alumni fund campaign. Researched effective fund-raising strategies. Designed promotion and advertising plan.

Promotion Department Assistant, IDEAS Marketing, 1994-95.
Helped department director with research on current product lines. Researched customer satisfaction through phone interviews. Helped plan and design promotional campaigns as part of a team.

Intern, Corbin Associates, 1994.
Worked with advertising department in creating print ads for different products. Learned design, layout, and other production steps for print copy.

Additional Experience

Sales Associate and Assistant Manager, Fine Tunes Music, 1989-1996.
Work in sales and customer relations. Assist with managing a staff of six sales associates.

Personal

- Write and speak Spanish.
- Enter photography contests. Won third place in West Florida Young Photographers Contest, 1991.

References

Available upon request.

CHRISTINE BAKER
205 East Washington Street
Culver City, California 90012
714-690-1056

EDUCATION

Sophomore. Mathematics and Physical Sciences major, San Diego State University. Subject areas include applied mathematics, physics, and chemistry.

EXPERIENCE

Designing educational programs for the public.

Helped run educational programs in the areas of math and science as an intern at the Smithsonian Institute, Washington, D.C., summers, 1993-1996.

Work as an intern with San Diego Public Schools to design math programs for students with low performance in math, 1996.

Conducting research in the physical sciences.

Participated in a six-week long field study of hazardous waste sites in the western United States, sponsored by the Newton Foundation, spring 1995.

Assist with research studies in the Chemistry Department of San Diego State University, 1996.

ADDITIONAL EXPERIENCE

Participating in science and math contests.

Won first prize at the Edith Jones Memorial Science Projects Competition, Culver City, 1992.

Won second place at the Culver City Public High Schools, District 4, Mathematics and Science Fair, 1994.

Entered the Isaac Asimov Young Scientists Competition of Southern California, 1995.

ACTIVITIES

Learn new computer programs and games, tutor other students in math and science, and hike and camp.

ORGANIZATIONS

American Mathematical Society
Phi Beta Kappa

SAMPLE COVER LETTER

COVER LETTER

Name
Mailing Address
City, State, and Zip

November 4, 1996

Name, Personnel Department
Name of business
Mailing Address
Beckley, WV 25802

Dear Name:

Your advertisement for an Assistant Director of Accounting in the November 3, 1996 edition of *The Register-Herald* interests me. Therefore, I am forwarding my resume for your review.

As my resume will demonstrate, I would appear to have excellent qualifications for your opening. Please consider the following:

- B.B.A. with concentration in Accounting, Marshall University, 1972
- C.P.A., August 1981
- Various seminars and continuing professional education
- Fifteen years Public Accounting experience
- Five years of various corporate accounting and financial experience

My public and private accounting activities have provided me with an attention to detail as well as organizational abilities in accordance with your requirements. I have conducted and managed audits from general ledger and account reconciliations to the preparation and publishing of completed financial statements. The maintenance of payroll records for quarterly and annual reporting purposes have always been a requirement of my prior positions.

Should you agree that my background is a good match for your requirements, I would welcome the opportunity to meet with you. I may be reached at 304-(Phone).

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Your name

Address
City/State/Zip
Date

A-4441
C/O Beckley Newspapers
801 North Kanawha Street
Beckley, WV 25801

Dear Sir or Madam:

I am writing in response to your ad in the April 29 issue of the *Register Herald*. I am interested in a position in the bookkeeping department, where I will have the opportunity to learn and advance with your company.

I am comfortable when meeting deadlines, and I work quickly and accurately under pressure. I feel that my experience in bookkeeping at my family-owned restaurant will be an asset to your company.

During the past year, I have been attending classes in Office Technology and Information Processing at the Academy of Careers and Technology. I have completed training in the following computer programs: Windows 95, Microsoft Works, Word, Excel, Access, Publisher, and WordPerfect 7. I have completed classes in accounting, correct telephone usage, transcription, filing, time management, and keyboarding skills.

The enclosed resume outlines my training and my experience. I will be looking forward to hearing from you regarding an interview.

Sincerely yours,

Francine Meadows

Enclosure