

GENERAL CHARACTERISTICS OF A GOOD RESUME

There are several general characteristics of a good resume to keep in mind:

1. Include your complete address, phone number and email address so that the employer can easily reach you. Keep all information current.
2. Be no more than two pages in length. One page is preferred and required in most business professions. If you have a second page, be sure your name is at the top of the second page.
3. Look organized. Have balanced and centered text.
4. Be printed on white or off-white quality paper rather than unusual-colored paper.
5. Be concise and easy to read. Content should be related to your job objective. Ask yourself, "Will the fact that I've done this help me get the job?"
6. Be consistent in display techniques, punctuation and verb tense.
7. Accurately state your abilities. Don't "undersell" yourself, but don't "oversell" either. Keep perspective.
8. Avoid abbreviations unless they are industry specific.
9. The use of phrases and splinter sentences is fine. Using bullet points is the preferred way to highlight items.
10. Use action verbs.
11. When using an email resume, keep it simple. Avoid varied fonts and underlines.
12. Quantify successes (i.e. surpassed sales quota by 20%).
13. The preferred font size is 12pt. Go no smaller than 10pt font. Font types that are clean and easy to read (e.g., Arial, Garamond, Times New Roman, Verdana) are strongly recommended.
14. Avoid using resume templates.





Resume writing is similar to writing a research paper. To write a research paper you must do two things: a) choose your topic, and b) research your topic. The same is true in resume writing. You must first choose your topic, otherwise known as your objective. You then need to research your objective. What skills are needed to succeed in this career? What skills do you possess that prove you could be successful in your chosen career? Complete the following self-evaluation worksheet to answer these important questions.

SELF-EVALUATION WORKSHEET *(Work Values and Skills)*

Check all the values that you feel are important to you.

- Geographical preference: Living in a location I prefer.
- Being a team player: Enjoy working with others.
- Interacting with the public: Service-oriented position.
- Salary: Money; maintaining a high standard of living.
- Challenges: Have new mountains to climb.
- Security: Know that changes will be rare in my company; I could retire here.
- Diversity: Duties vary constantly.
- Growth potential: Ability to move up the ranks; learn new things.
- Creativity: Use creative talents in work environment.
- Contribution to society: Know that I've done something that makes a difference.
- Detail work: Deal with fine details; accuracy is important.
- Little supervision: Do not feel that someone is looking over my shoulder.
- Close supervision: Need for constant feedback on my work.
- Recognition: Pat on back for a job well done.
- Independence: Set own hours, duties and goals.
- Travel: Good portion of time on job spent on the road.
- Desk job: Spend most of a day behind the desk.
- High energy: Work in a fast-paced environment.
- Fresh air: Work in the outdoors, physical duties.
- Hours on job: Have time to attend to personal life.
- Company status: Work for an organization well respected in the community.
- Input: Have influence on decisions made in department/company.
- Intellectual tasks: Perform duties that test my intellectual capabilities (i.e., research).
- Physical labor: Work on jobs such as construction, assembly, etc.
- Work under pressure: Deadline challenges, great responsibility.
- Other values _____

Now that you have chosen your values, you need to put them in perspective. Of those values you have chosen, list your five (5) most important values and your five (5) least important values.

Five Most Important Values

Five Least Important Values

THE FOLLOWING EXERCISE WILL ALLOW YOU TO EXAMINE YOUR SKILLS

Accomplishments

Your accomplishments are achievements that take place in both paid and non-paid settings. List below at least five (5) accomplishments of which you are particularly proud.

Skills

Examine your skill sets by checking the appropriate box for each skill you have done. Then go back and decide your feelings towards each of these skills.

- Have Done A - Enjoy A Lot B - Did Not Enjoy C - Wish I Had Done

- Writing articles, reports, etc. _____
- Talking with others _____
- Speaking to groups in public _____
- Persuading others _____
- Selling products, ideas _____
- Dramatics, theatre _____
- Negotiating, reaching agreements _____
- Relating easily in social situations _____
- Dealing with the public _____
- Making a good appearance _____
- Coping with criticism _____
- Designing projects/programs _____





- Solving quantitative problems _____
- Using computers _____
- Managing money, budgeting _____
- Researching problems and info _____
- Technical work with equipment _____
- Mechanical reasoning _____
- Manual dexterity _____
- Physical stamina; health _____
- Outdoor work _____
- Good sense of humor _____
- Artistic, creative _____
- Imaginative with ideas _____
- Athletic ability _____
- Outdoor traveling/survival _____
- Supervising work of others _____
- Teaching, instructing _____
- Coaching individual performances _____
- Counseling, helping others _____
- Organizing, planning events _____
- Keeping orderly records and materials _____
- Handling details with care and accuracy _____
- Making decisions _____
- Managing projects, people and resources _____
- Working as part of a team _____
- Others _____

COMBINING IT ALL

Now that you have examined your values and skills, you need to see how they relate to a career objective. This step requires a close look at the career you have chosen. Does this career have traits that match your values and skills? If the career you have chosen has traits that only match two of your top five values, maybe you need to re-think your career objective.

ONLINE CAREER PORTFOLIO

The Online Career Portfolio (OLCP) is a career development tool that allows you to reflect on how your experiences strengthened critical skill areas: Leadership, Communication, Organizational, Problem Solving, Teamwork, Creativity, and Technical. These seven skills are consistently listed by employers nationwide as the skills that students need to succeed in the world of work.

The OLCP is not a journal or diary; you do not need to enter every class you have taken or every experience you have had. Instead, enter only experiences from which you feel you have gained important skills and can document these skills. Your portfolio is only as valuable as the information you put into it.

To create your OLCP, simply go to the Career Services website (<http://careerctr.kennesaw.edu>) and click the Online Career Portfolio link on the homepage. The "Welcome" page will give you step-by-step instructions. Individual assistance can be received by contacting The Career Services Center.

LOCKED DOOR EXERCISE

This is really the most difficult part of resume writing. Although evaluating your work values and skills is critical, the real homework begins now.

For this step you must find a quiet place (no phone, no TV, and no friends or family). Have a legal pad and a pen with you. You now need to start reviewing your life from a work perspective. Using the skills inventory worksheet as a guideline, start by evaluating your first work experience (paid or unpaid). If you have been out of high school for quite a number of years, go back no more than fifteen years, or your first job out of college. If you are a recent high school grad, review only those experiences since high school. There are of course, exceptions to this. Some of you may need to go back more than 15 years. Others of you may have done something mind-boggling in high school. If that is the case, you can go back further. However, be honest with yourself. Don't go back to the point of irrelevancy (i.e. those 8th grade babysitting jobs!)

Answer all questions on the worksheet. Do this for each of your experiences. Go into the minutest detail. Remember, these should be both paid and unpaid positions. You may never have gotten paid for some of your most rewarding experiences.

ORGANIZATION: _____

POSITION HELD (i.e. manager, volunteer): _____

DATES POSITION HELD: _____

WHAT DID I DO IN A TYPICAL DAY (be detailed!):



MORE DETAILS! ASK YOURSELF THE FOLLOWING QUESTIONS ABOUT EACH POSITION:

1) DID I OBTAIN ANY PRODUCT KNOWLEDGE?

2) DID I TRAIN ANY NEW EMPLOYEES?



3) DID I EVER SUPERVISE WHEN THE BOSS WAS AWAY?

4) HOW MANY PEOPLE HAVE I SUPERVISED IN THIS POSITION?

5) DID I HAVE TO INTERACT WITH CUSTOMERS? WHAT WERE THEY LIKE?
(i.e. doctors, factory workers, the public, children)

6) DID I EVER HAVE TO MAKE PRESENTATIONS?

7) WHAT RESULTS CAN I POINT TO (i.e. sales quotas, employee of the month, one of the five selected, etc.)?

8) WHAT SKILLS DID I LEARN FROM THE EXPERIENCE (i.e. leadership, organizational, communicative, etc.)?

9) HOW DID I MAKE A DIFFERENCE IN THIS ORGANIZATION? WHY ARE THINGS BETTER BECAUSE I WAS THERE?

EDITING YOUR WORKSHEET

After you have completed the Locked Door Exercise, you then need to edit it. Never throw the worksheet away. It will be your aid for as long as you need to write a resume. In today's market, a resume should be as targeted as possible. That may mean that every time you apply for a specific job, you may need to rewrite your resume. As a result, keep this worksheet to refer back to when rewriting.

To decide what you need from your worksheet, you will have to do several things. First, go back to your career objective. Reread it. Then go down your list of experiences and ask yourself two questions. Question #1, "Does this experience qualify me for my career objective?" Question #2, "Does this experience account for a long span of time (i.e., one year or more)?"

If you answered "yes" to either of those two questions, you will put that experience in your resume. If you answered "no" leave it out. Know that what you answer "yes" or "no" to will vary depending on how many different career objectives you have. That is why most individuals have more than one resume.

After choosing what experiences you will include in your resume, you now need to rewrite the duties and achievements under each experience. List your duties and achievements in the order of importance to your career objective. Most of us list these as they come to mind or in order of importance to that job. Remember, this is a sales tool, not an autobiography.

PROJECTS WORKSHEET

There are times when college students have work experience that does not showcase their talents in their chosen majors. If this is your situation, you may find it helpful to include some of the projects you worked on during your college career. This may also help you during the interview process, so even if you find you have enough for your resume go ahead and jot some ideas down.

Name of the class: _____

Project title: _____

Goal of the project: _____

Group or individual project: _____

Your responsibilities to the project:

Skills that you utilized for completing this project:

If a group project, did all members participate fully? _____

Did you have to present this project to your class? _____

Final grade for this project: _____

Do this for all of your major related projects. Use additional sheets of paper if necessary. The more you brainstorm in this exercise, the better.

ACTION VERBS

The final bit of editing will need to be rewriting your sentences using the action verbs provided below. The purpose of these action verbs is to "sell" your experience more.

abstracted
accounted
accumulated
achieved
acquired
acted
adapted
addressed
adjusted
administered
advertised
advised
advocated
aided
allocated
analyzed
answered
anticipated
applied
appraised

approved
arbitrated
arranged
ascertained
assembled
assessed
assisted
attained
audited
augmented
authored
balanced
bolstered
briefed
brought
budgeted
built
calculated
calibrated
cared

catalogued
chaired
changed
charged
charted
chartered
checked
clarified
coached
collaborated
collected
comforted
communicated
compared
completed
complied
composed
computed
conceived

conceptualized
conciliated
conducted
confronted
conserved
consolidated
constructed
consulted
contracted
contributed
controlled
converted
cooperated
coordinated
copied
correlated
corresponded
counseled
created
critiqued



WRITING YOUR RESUME



cultivated	gained	narrated	represented
dealt	gathered	navigated	researched
debated	gave	negotiated	resolved
decided	generated	observed	responded
deferred	governed	obtained	restored
defined	guided	offered	restructured
delegated	handled	operated	retrieved
delivered	headed	ordered	reviewed
demonstrated	heightened	organized	revised
derived	helped	originated	rewrote
designed	hired	overcame	scanned
detailed	hypothesized	overhauled	scheduled
detected	identified	oversaw	screened
determined	illustrated	painted	selected
developed	imagined	participated	served
devised	implemented	perceived	shaped
diagnosed	improved	perfected	simplified
directed	improvised	performed	sketched
discovered	inaugurated	persuaded	sold
discriminated	increased	photographed	solicited
dispatched	indexed	piloted	solved
dispensed	indicated	pinpointed	sorted
displayed	influenced	pioneered	specialized
disproved	informed	planned	specified
dissected	initiated	practiced	spoke
distributed	innovated	predicted	stimulated
diverted	inspected	prepared	straightened
documented	inspired	prescribed	strategized
drafted	installed	presented	streamlined
dramatized	instituted	preserved	strengthened
drew	instructed	presided	stressed
drove	integrated	printed	studied
edited	interpreted	prioritized	substantiated
educated	interviewed	processed	succeeded
effected	introduced	produced	suggested
eliminated	intuited	programmed	summarized
empathized	invented	projected	supervised
enabled	inventoried	promoted	supplied
encouraged	inverted	proposed	supported
enforced	investigated	protected	surveyed
enlightened	judged	proved	sustained
enlisted	kept	provided	symbolized
ensured	launched	publicized	synthesized
entertained	learned	published	systematized
established	lectured	purchased	tabulated
estimated	led	queried	taught
evaluated	lifted	questioned	tested
examined	listened	quoted	theorized
exceeded	located	raised	trained
excelled	logged	ran	transcribed
exhibited	made	ranked	transferred
expanded	maintained	rationalized	translated
expedited	managed	read	transmitted
experimented	manipulated	realized	treated
explained	mapped	reasoned	tutored
explored	marked	received	undertook
expressed	mastered	recommended	unified
extracted	maximized	reconciled	united
facilitated	measured	recorded	updated
familiarized	mediated	recruited	upgraded
fashioned	memorized	reduced	utilized
figured	mentored	referred	validated
filed	met	rehabilitated	verified
financed	minimized	related	vitalized
fixed	modeled	relied	wrote
followed	modified	rendered	
formulated	molded	reorganized	
fostered	monitored	repaired	
founded	motivated	replaced	

CAREER OBJECTIVES

It is recommended that you include a career objective on your resume. A career objective simply is a statement of what you want to do, what position you want, or where you want to work now. Long-term goals are optional. The content of your resume should then support your stated objective.

Some individuals choose to make their objective general so as to not “close themselves out” of any particular job. If you are in this group, you need to avoid the risk of making your objective too general as the following example illustrates: “A position which utilizes my education background and communication skills.” This career objective example is poor because it says nothing about what type of position the applicant is seeking, what environment he/she wishes to work in, or what specific skills he/she wants to use on the job.

An effective career objective should include one or more of the following:

- A specific job title
- A specific environment/industry in which you want to work
- Specific skills/experience you want to utilize in the position

Below are examples of career objectives divided into the above categories.

Career Objective (Specific Position)

- Programmer or Programmer/Analyst.
- A position as an auditor for a public accounting firm.
- A mathematics teaching position in a junior high school. Interested in coaching softball and basketball.
- A consumer goods sales position.

Career Objective (Industry/ Environment)

- A position in a financial institution; especially interested in banking, auditing, and investments.
- Electrical engineering position in a manufacturing industry.
- A counseling position in a community mental health facility.

Career Objective (Skills/Experience)

- A position allowing me to incorporate my experience in promotion and customer relations.
- A position integrating skills in copy writing, editing, and reporting.
- A position employing skills in training and development, public affairs, and program development.
- A position in a research laboratory, utilizing skills developed from working in a forensics environment.

Your objective may fit into one of the above categories or it may combine two or more types, for example, an industry and skills objective.

“A pharmaceutical sales position utilizing my strong communicatin and organizational skills.”

Keep in mind that you can, and should, be more specific about your career objective when you write a cover letter in response to a particular job posting. Your cover letters for specific positions or employers should be tailored to describe how the position specifically fits your interests. Developing a sound cover letter can be a very time consuming process. More information regarding cover letters can be found later in this Career Guide.



ALTERNATE RESUME HEADINGS

When looking at the following sample resumes, you will see some headings that you may use for your resume. Below is a list of other section headings that may be more appropriate for your situation.

- Technical Skills
- Professional Memberships
- Affiliations
- Military Service
- Accomplishments/Key Accomplishments
- Selected Achievements
- Core Competencies
- Professional Development
- Professional Activities
- Language Skills
- Certification
- Publications
- Volunteer Activities
- Community Activities
- Student Teaching
- Teaching Experience
- Teaching of Specific Subjects (TOSS)
- Clinical Experience
- Healthcare Experience





Chronological Dates Flush Left

Linda L. Jones

2348 Flower Lane • Marietta, GA 30069
(770) 555-5555 • jones@myemaildomain.com

OBJECTIVE

To obtain a sales position in an organization seeking an individual with strong leadership and public speaking skills.

SALES EXPERIENCE

July 2003-Present

IBM

Marietta, GA

Assistant Sales Manager

- Promoted to assistant manager after two years in district sales.
- Successfully marketed IBM mainframes to large corporate accounts.
- Developed sales campaign and built customer base for new line of company products.

August 2001-June 2003

U.S. MEDICAL MAGAZINE

Macon, GA

Assistant Advertising Manager

- Achieved 112% of ad quota within first year of employment.
- Received "Top Ad Campaign of the Year" from the Macon Ad Club.
- Supervised a staff of five.

March 1998-July 2001

RICH'S DEPARTMENT STORE

Atlanta, GA

Sales Associate

- Assisted customers with the selection of items.
- Chosen as "Sales Associate of the Month."
- Worked on a commission-base salary.

OTHER WORK

June 1996-February 1998

Telemarketing

- Performed various telemarketing duties for several direct mail companies.

EDUCATION

KENNESAW STATE UNIVERSITY

Kennesaw, GA

Master of Business Administration, Marketing, May 2007, GPA 3.6

THE OHIO STATE UNIVERSITY

Columbus, OH

Bachelor of Arts, International Studies, March 1998, GPA 3.8

COURSES

Marketing (45 hours)
Professional Selling
Direct-Response Marketing
Sales Management
Industrial Marketing



Chronological Dates In Text

JOHN L. JONES

2348 Flower Lane
Marietta, GA 30069
jones@myemaildomain.com
(770) 555-0988

OBJECTIVE

To obtain sales position in an organization seeking an individual with strong leadership and public speaking skills and sales experience.

SALES EXPERIENCE

IBM, Marietta, GA, July 2003-Present

Assistant Sales Manager

Promoted to assistant manager after two years in direct sales. Successfully marketed IBM mainframes to large corporate accounts. Developed sales campaign and built customer base for new line of company products.

U.S. MEDICAL MAGAZINE, Macon, GA, August 2001-June 2003

Assistant Advertising Manager

Achieved 112% of ad quota within first year of employment. Received "Top Ad Campaign of the Year" from the Macon Ad Club. Supervised a staff of five.

RICH'S DEPARTMENT STORE, Atlanta, GA, March 1998-July 2001

Sales Associate

Assisted customers with the selection of items. Chosen as "Sales Associate of the Month." Worked on a commission-base salary.

EDUCATION

KENNESAW STATE UNIVERSITY, Kennesaw, GA

Master of Business Administration, Marketing, May 2007, GPA 3.6

THE OHIO STATE UNIVERSITY, Columbus, OH

Bachelor of Arts, International Studies, March 1998, GPA 3.8

HONORS & AWARDS

Magna Cum Laude
Dean's List

Golden Key member
Rotary Scholarship recipient



Functional Dates in Text

JILL SMITH

121 Ben King Road
Kennesaw, GA 30144

jsmith@myemaildomain.com

(770) 555-2183-home
(770) 555-6600-office

CAREER OBJECTIVE

To obtain an editing position for a magazine or newspaper

SKILLS

- **Editing**

Edited counseling, advisement, placement and orientation brochures for the college community. Edited legal documents for immigration division of law firm. Edited and did layout for sales manuals.

- **Writing**

Contributing author to the revised employee manual. Developed informational brochures and booklets for the college orientation program. Wrote and presented essay for Phi Alpha Theta State Convention—received best paper award.

- **Technical**

Familiar with Wordstar, SAMNA, and Lanier software systems. Extensive experience with standard office equipment.

- **Organizational**

Assisted in supervision and organization of a New Student Experience Program for incoming freshmen. Supervised and trained orientation staff of 35 students. Supervised and trained part-time personnel. Played major role in founding and development of three student clubs on campus. Advised non-declared and remedial students. Coordinated sales efforts for telephone-service company.

EMPLOYMENT

Kennesaw State University, Kennesaw, Georgia 2000-present
Healthdyne, Inc., Marietta, Georgia 1999-2000
Kilpatrick & Cody, Atlanta, Georgia 1998-1999
The Audichron Company, Atlanta, Georgia 1993-1998
Protective Life Insurance, Atlanta, Georgia 1992-1993

EDUCATION

Georgia State University: Currently enrolled in Masters of Arts Program.
Kennesaw State University: Bachelor of Arts Degree, June 2001. Cum Laude.

CAMPUS ACTIVITIES

Honors & Awards Committee 1993-1994, elected member
Zeta Chi Lambda Advisor 1992-present
International Films Society Advisor 1992-present
Hostess to International Exchange Professors



Combination Resume Dates Flush Right

JOHN L. JONES
2348 Flower Lane, Marietta, GA 30069
(770) 555-0988
jjones@myemaildomain.com

- OBJECTIVE** To obtain a position in an organization seeking an individual with strong leadership and public speaking skills and sales experience.
- SKILLS** Marketing / Sales
Increased profitability of company through retention and attraction of new clients.
Created a new sales campaign that resulted in a 25% increase in profits.
Maintained active communication between clients and corporate headquarters.
Developed and taught sales classes for new representatives and support staff.
Supervised a staff of up to 10 people, including sales representatives and support staff.
- EDUCATION**
- | | | |
|---|----------------|------------|
| KENNESAW STATE UNIVERSITY | Kennesaw, GA | May 2007 |
| Master of Business Administration, Marketing, GPA 3.6 | | |
| THE OHIO STATE UNIVERSITY | Columbus, Ohio | March 1998 |
| Bachelor of Arts, International Studies, GPA 3.8 | | |
- HONORS** Magna Cum Laude; Golden Key member; Dean's List; Rotary Scholarship recipient
- SALES EXPERIENCE**
- | | | |
|---|--------------|--------------|
| IBM | Marietta, GA | 7/03–Present |
| <u>Assistant Sales Manager</u>
Promoted to assistant manager after two years in district sales. Successfully marketed IBM main frames to large corporate accounts. Developed sales campaigns and built customer base for new line of company products. | | |
| U.S. MEDICAL MAGAZINE | Macon, GA | 8/01–6/03 |
| <u>Assistant Advertising Manager</u>
Achieved 112% of ad quota within first year of employment. Received "Top Ad Campaign of the Year" from the Macon Ad Club. Supervised a staff of five. | | |
| RICH'S DEPARTMENT STORE | Atlanta, GA | 3/98–7/01 |
| <u>Sales Associate</u>
Assisted customers with the selection of items. Chosen as "Sales Associate of the Month."
Worked on a commission base salary. | | |



Chronological, Dates Flush Right

Kelly Smith

111-1A Busbee Parkway
 Kennesaw, GA 30144
 (770) 555-5555
 ksmith@students.kennesaw.edu

CAREER OBJECTIVE A position in business requiring marketing and research skills.

EDUCATION **Bachelor of Business Administration in Professional Sales** July 2007
 Kennesaw State University (KSU), Kennesaw, GA, GPA 3.4/4.0

RELEVANT COURSEWORK Marketing Research Market Analysis
 Principles of Marketing Direct Response Marketing
 Consumer Behavior International Marketing
 Retail Management Business to Business Marketing

WORK EXPERIENCE **Intern**, The Athlete's Foot, Kennesaw, GA 12/05-8/06
 •Interviewed customers about athletic products
 •Created slogan for new aerobics shoe
 •Presented marketing proposals to management of corporation
 •Corresponded with retail managers

Sales Clerk, University Bookstore, KSU 5/04-12/05
 •Assisted customers, requiring knowledge of all aspects of store operations
 •Stocked inventory and shelves
 •Processed sales

Library Assistant, Horace W. Sturgis Library, KSU 5/03-4/04
 •Answered inquiries from students, faculty and general public
 •Reshelved books
 •Enhanced organizational skills and knowledge of information management

COMPUTER KNOWLEDGE Basic knowledge of Excel, dBase, PageMaker, Internet, Microsoft Word and WordPerfect for Windows

FOREIGN LANGUAGE Reading and speaking fluency in Spanish

HONORS/ ACTIVITIES Presidential Scholarship
 Dean's List
 Kennesaw Marketing Association
 Volunteer Kennesaw State University (VKSU)



Functional Dates Flush Right

Kelly Smith

111-1A George Busbee Pkwy*Kennesaw, GA, 30144*(770) 555-5555*ksmith@students.Kennesaw.edu

CAREER OBJECTIVE A position in business requiring marketing and research skills.

EDUCATION **Bachelor of Business Administration in Professional Sales** 7/07
Kennesaw State University (KSU), Kennesaw, GA, GPA: 3.4/4.0

RELATED SKILLS

Marketing

- Created slogan for new athletic shoe
- Presented marketing proposals to clients
- Sold ideas to supervisors and peers
- Designed and developed flyers and newsletters for informational and fund raising purposes
- Corresponded regularly with prospective clients
- Increased sales in my division by 15%

Research

- Interviewed consumers and summarized findings in report form for Director of Marketing
- Developed written survey for demographic study of product appeal

Administration

- Processed sales and assisted customers
- Answered inquiries from customers and other intra-organizational departments
- Stocked and shelved inventory and books
- Basic knowledge of Excel, dBase, PageMaker, Internet, Microsoft Word and WordPerfect for Windows

Foreign Language

- Reading and speaking fluency in Spanish

WORK EXPERIENCE

Marketing Intern 12/06-7/07
The Athletes Foot, Kennesaw, GA

Sales Clerk 5/05-12/06
University Bookstore, KSU, Kennesaw, GA

Library Assistant 5/04-4/05
Horace W. Sturgis Library, KSU, Kennesaw, GA

HONORS AND ACTIVITIES

Presidential Scholarship
Dean's List
Pi Sigma Epsilon – Professional Sales Fraternity
Kennesaw Marketing Association
Volunteer Kennesaw State University (VKSU)



Combination Functional/Chronological Style Resume Dates Flush Left

Kilgore Smudge

1111 West Haven Ct.
Alpharetta, GA 30004
(770) 555-2887
ksmudge@yahoo.com

PROFESSIONAL SKILLS

- Writing samples include press releases, company newsletters, flyers, in-depth research projects and speeches.
- Comfortable making group presentations; experience with groups of up to 200 people.
- Detailed organizational ability with groups, projects, and assignments.
- Knowledgeable in consumer research, surveying, and development.
- Academic background in design using Quark Press, PageMaker, and Macintosh computer systems; also familiar with other word processing and spreadsheet programs.
- Fluent in English and German.

EDUCATION

12/06 Master of Business Administration in Marketing
Kennesaw State University (KSU), Kennesaw, GA

12/03 Bachelor of Business Administration
Berlin Polytechnic University

RELEVANT EXPERIENCE

12/05- Present Downtown Atlanta, Inc. Atlanta, GA

Assistant in Planning and Coordinating, Co-op

- Assist in coordinating marketing, communication, and public relations activities.
- Compose portions of monthly newsletter used for external purposes, and edit internal employee weekly newsletter.
- Organized annual luncheon for area business leaders.

6/05-9/05 Coca-Cola Bottling Corporation, Atlanta, GA

Public Relations Intern

- Wrote features for external newsletter, and press releases for various events.
- Proofread and edited flyers, newsletters, reports, and correspondence.
- Utilized Macintosh computer systems, especially Quark Xpress and desktop publishing.

1/05-6/05 KSU, Admissions Department, Kennesaw, GA

Student Assistant

- Assisted in recruitment activities of the admissions office.
- Provided campus tours to new and prospective students and their families.
- Phoned prospective students.

OTHER EMPLOYMENT

8/00-8/01 Volkswagen, Germany
Manufacturer's Assistant



Combination, Dates in Text

Gail Williams

1050 Walsingham Street * Macon, GA 30098
(912) 555-9205 * williamsg@myemaildomain.com

OBJECTIVE: To obtain a staff nursing position in an emergency department or a critical care setting.

EDUCATION: **Bachelor of Science in Nursing**, Kennesaw State University, 2007 Cum Laude
Master of Education Health Promotion and Wellness Management, Springfield College, 2003
Bachelor of Arts Elementary/Special Education, Providence College, 2001

SKILLS: **Interpersonal:** Received numerous compliments of gratitude from patients and their families for the level and quality of care given. Delivered a high level of service in a lobby lounge environment while maintaining guest satisfaction.

Leader/Educator: Trained and certified new lifeguards in water safety and rescue and basic first aid. Assisted in the training of new lobby lounge servers.

Organizational: Coordinated the care of critically ill patients in medical ICU by following standards of care. Consolidated job duties in order to increase job productivity, efficiency, and timeliness of service.

Technical: Performed foley catheterization of both male and female patients. Gained intravenous access on variety of patients. Inserted nasogastric tubes. Worked with Levophed, Dopamine, Dobutamine, titrating their infusion rates according to blood pressure readings.

CLINICAL EXPERIENCES:

Crawford Long Hospital – Medical ICU Preceptorship
Haven House Hospice – Adult Medical Surgical and Community
Hughes Spalding Children’s Hospital – Pediatrics
Mothers Making A Change – Psychiatric
Piedmont Hospital – Medical Surgical
Kennestone Hospital – Adult Medical Surgical Pulmonary
Kennestone Hospital – Obstetrics

WORK HISTORY:

Ritz Carlton Buckhead, Lobby Lounge	2005-Present
Rio Bravo Cantina Buckhead	2003-2005
KC Pharmacy, Pharmacist’s Assistant	1994-1999
Copper Valley Club, Lifeguard/Instructor	1994-1997

COMPUTER SKILLS: MS Word, Excel, Power Point and Internet savvy

ACTIVITIES/VOLUNTEER: KSU Nursing Club, MUST Ministries, Boys and Girls Club, and Hemophilia of Georgia



Teaching Interest, Dates Flush Right

Raymond Burr

578 South Florence
Canton, Georgia 30114
678-555-1111

Rburr@myemaildomain.com

TEACHING INTEREST

Obtain a position teaching Primary Grades K-5.

EDUCATION

Kennesaw State University, Bachelor of Science Early Childhood Education May 2007
Kennesaw Georgia, GPA 3.75

HONORS

HOPE Scholar, President's List, Dean's List, Golden Key Member and Kappa Delta Pi Member

EDUCATION EXPERIENCE

Student Teacher, Mountain Hill Elementary School, Marietta, GA 1/2007 - 5/2007

- Planned developmental lessons and activities for various subjects.
- Implemented classroom management strategies.
- Maintained student's records including grades, test results, progress reports, and parent teacher conference.
- Introduced computer use in learning centers.

Teaching of Specific Subjects Intern,

Bright Horizons Childcare Center, Atlanta, GA 8/2006 - 12/2006

- Observed and assisted Bright Horizons teachers in tutoring elementary students in reading and basic math.
- Prepared and taught a thematic unit on Native American using the multidisciplinary approach.
- Prepared and taught a kindergarten lesson.
- Provided students with individualized attention.

COMPUTER SKILLS

MS Word, PowerPoint and Excel

COMMUNITY SERVICE

Community Advisory Council Participant, Windy Hill Elementary
Volunteer Adult Literacy tutor, Fulton County
Volunteer Child Basic Literacy tutor, Bankhead Court
Teach a Young Adult Sunday School class



Combination

Clover Clarke
21 Daisy Court
Pleasant Town, GA 30124
(310) 555-0222
cclarke@myemaildomain.com

OBJECTIVE

A counseling or case-management position with a government agency which will benefit from my ability to interact with diverse populations, my strong service orientation, and my bilingual skills.

SUMMARY OF SKILLS

- Experience in managing social services program, gained through internship. Received excellent evaluations and commendations for internship projects.
- Designed and developed workshop for peer counseling, which increased performance and retention of volunteers by over 50 percent.
- Recognized for excellent research skills. Worked with faculty to research the use and interpretation of specific psychological assessment tools. Findings presented at conference.
- Proficient in SPSS and Microsoft Office–Word, Excel, PowerPoint.
- Fluent in Spanish–native speaker.

EDUCATION

Kennesaw State University • Kennesaw, GA
Bachelor of Science, Psychology, December 2006 • GPA 3.90

RELEVANT COURSES

Developmental Psychology	Theories of Personality	Cognitive Psychology
Abnormal Psychology	Life-Span Development	Principles of Psychological Testing
Motivation and Leadership	Research Methods	Leadership and Group Dynamics

HONORS AND ACTIVITIES

President’s List Dean’s List
Vice President KSU Psychology Club
Student Member, American Psychological Association
Volunteer Mentor and Counselor, Big Brothers, Big Sisters

EXPERIENCE

Three Rivers Community Service Board	Floyd County, GA	August – December 2006
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Intern/Social Services Technician
Assisted with the Women’s Outreach program. Provided para-professional case management services to clients and their families. Conducted intakes and directed clients to appropriate resources. Evaluated clients, using interviews and psychological testing. Involved in treatment planning. Co-facilitated discussion groups. Counseled patients (under professional supervision). Gained broad knowledge of counseling assessments and documentation.

EMPLOYMENT

Haverty’s Furniture	Kennesaw, GA	January 2000- present
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Customer Service Representative
Assist customers and sales representatives with all transactions related to purchases. Perform administrative functions. Provide on-the-job training to new hires.