

**Your Name**  
64 Tremont Street  
Lawrence, MA, 01843  
(978) 555-7777  
Name@gmail.com

---

## **EDUCATION**

---

Human Leadership and Development High School, Lawrence, MA 2009-Present  
Cumulative GPA 3.0

---

## **INTERNSHIPS**

---

**CorUnum** 9/12- Present

- Assist in back pantry inventory
  - Update and manage organization website
  - Supervise organization staff
  - Prepare meals for guests
- 

## **EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS**

---

**Stand & Deliver Program** 2010-Present

- Stand & Deliver is an academic mentoring program that matches Lawrence Public School students with volunteers from our partner company Raytheon. The students are transported to the partner company once a week for 60-90 minute sessions. The matches work on homework, MCAS prep, AP coursework, and high school/college readiness etc.

### **Salem State Upward Bound Program**

2010-Present

- Upward Bound is a college preparatory program that serves first generation low-income high school students. Students participate in at least 4 hours of tutoring per week including attending workshops. Students also complete a 6 week residential summer program at Salem State University where students attend classes that prepare them for the upcoming academic year.

### **JROTC**

2011- Present

- Participated in a minimum of 5 hours per semester doing; community service, physical training activities, peer mentoring, and competitions in order to become better leaders
- 

## **COMMUNITY SERVICE**

---

- Participated in weekly environmental cleanups in Lawrence, MA Summer 2010-Present
  - Served meals at CorUnum 2009-Present
  - Participated in the Shawsheen clean up 2012
  - Spicket River clean up 2011
- 

## **AWARDS**

---

### *Honors*

- National Honor Society: 2011-Present
  - Academic Honor Roll: 2008-2011
- 

## **SKILLS/ INTEREST AND LANGUAGES**

---

- Microsoft Word, Excel, Access, Windows XP, PowerPoint, social network sites, basketball, volleyball, soccer, math, chemistry, communication
- Bilingual- Spanish and English

## Sample Resume for High School Students

**Jane Doe**  
12 Snelling Avenue  
St. Paul, Minnesota 55116  
(651) 555-1111  
jane.doe@spps.org

**Contact Information:** should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both.

**Education:** include graduation date and GPA if it is 3.0 or higher.

**Education** Highland Park Senior High, class of 2008 (3.8 GPA)

### Experience

**Formatting Experiences:** (2 options)

1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

St. Paul Public Library—University Branch (June 2005-present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

### Writing About Experiences

Regardless of style, begin each phrase/sentence/ bullet with an *active verb*. See the examples to the left: maintained, coordinated, organized, participated...see back of page for more examples.

National Honor Society (2003-present)

Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

**Headings** The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

### Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

### Awards

- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

### References

Available upon request.

**General Formatting** You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (New York, Arial, just not cursive...) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend.
- Use resume weight paper (available in copy centers).
- Pick a light, neutral color, like white or ivory.
- Laser print it or have it done at the copy center.
- Get matching envelopes and paper for cover letters.

## **SAMPLE/BASIC RÉSUMÉ**

### **Jamie Garza**

2101 Main Street  
Lawrence, MA 01843  
978.722.1234  
jamiegarza@yahoo.com

### **Skills**

Feed, Bathe, Dress Patients  
Care for Patience Needs  
Complete Reports  
Record Vital Signs  
Prepare and Serve Food

Change Linens  
Move Patients Safely  
Deliver Medication  
Collect Specimens  
Clean Examination Rooms

### **Work Experience**

**Certified Nurse Aide (CNA)** 2003 – 2014  
ABC Nursing Home, Medford, MA

**Cleaning Assistant** 2001 – 2003  
Brown House for Seniors, Chicago, IL

### **Education and Training**

Nurse Aide Certification - CNA, American Red Cross, Lawrence, MA  
High School Diploma, Lawrence High School, Lawrence, MA

## **SAMPLE BASIC RÉSUMÉ, First Job No Work Experience**

### **Fredrick “Freddy” Brown**

411 Main Street  
Lawrence, MA 01843  
978.722.4321  
freddybrown@yahoo.com

#### **General Skills**

Follows Safety Standards  
Maintains Clean Worksite  
Solves Problems  
Uses Power Tools Safely  
Estimated Projects Quickly

Math Skills  
Controls Cost  
Orders Supplies Effectively  
Computer Skills  
Supervises Self and Others

#### **Computer Skills**

Proficient in Microsoft Word, Excel, PowerPoint, Scheduler®  
Skilled using the Internet for basic research and gathering information

#### **Construction Skills**

Painting  
Landscaping  
General Maintenance and Repair

Tile Setting  
Woodworking  
Snow Removal

#### **Experience**

**Carpenter in Training** 2013 – 2014  
Worked one weekend a month with a Master Carpenter - John Smith, Lawrence, MA  
Performed all assigned work and cleaned worksites

**In-School Construction & Woodwork Classes** 2011 – 2012  
Lawrence High School, Building & Shop Program  
Internship with CCC Construction Co., Haverhill, MA

**Laborer** (part-time after school & weekends) 2010 – 2011  
New home construction project with Sam Brown, Home Builder, Lawrence, MA  
Framed, painted and cleaned work areas

#### **Education**

**High School Diploma**, Lawrence High School, Lawrence, MA

#### **Achievements**

Habitat for Humanity, Lawrence, MA,  
Habitat Young Builder’s - Building Team, 2010, 2011, 2012; Team Captain - 2013

## **SAMPLE SIMPLE CHRONOLOGICAL RÉSUMÉ**

### **Ruth Smith**

100 East 22<sup>nd</sup> Street  
Chicago, IL 60616  
312-555-0000  
rsmith@email.com

### **Work Experience**

#### **Regional Sales Manager**

2004 – 2014

Green Brand Foods, Chicago, IL

- Developed “Sales Tool Kit” for marketing team to teach all new associates best practices to grow sales
- Identified growth opportunities to increase profit margins and grow customer base
- Oversaw team of 11 sales representatives successful in meeting individual goals and overall company goals
- Conducted presentations for upper level management regarding various marketing opportunities and new product development
- Named “Sales Manager of the Year” for generating the highest amount of new business and increased overall revenue by 15%

#### **Accounts Manager**

2002 - 2004

Preferred Paper Products, Chicago, IL

- Established account relations and demonstrated exceptional business development success year after year
- Achieved highest sales record of the company, selling product to 250 retail accounts
- Built long term, successful customer relationships with average 15 years as customers
- Implemented four major training programs within several company departments

#### **Sales Manager, Home Fashions**

1998 – 2002

Bachman’s, Atlanta, GA

- Managed the daily activities of a multi-million dollar home fashions business
- Increased sales by 45 percent for three consecutive quarters
- Designed training needs assessments and training material
- Recruited, selected and retained 15 dependable customer-focused sales associates

### **Education**

Bachelor of Arts Degree – General Studies, Georgia Tech, Atlanta, GA

# SAMPLE BASIC RÉSUMÉ WITH SUMMARY

## Phyllis Orlando

100 West Street  
Chicago, IL 60616

312-555-0000  
[www.linkedin.com/in/phyllisorlando](http://www.linkedin.com/in/phyllisorlando)

### Summary

- Identified growth opportunities and profitability margins
- Oversaw team of 10 sales representatives, identified growth opportunities and improved profitability
- Conducted presentations to upper level management regarding various marketing opportunities and new product development to ensure support for quality sales programs
- Named “Sales Manager of the Year” for generating the highest amount of new business increasing total revenue by 15%

### Skills

Sales Development  
Developed Training Programs  
Created Positive Customer Interactions  
Marketed New and Existing Products

Recruited New Staff  
Hired, Trained and Managed Staff  
Managed Performance  
Directed New Product Development

### Work Experience

**Regional Sales Manager** 2001– Present  
Best Brand Foods, Chicago, IL

**Accounts Manager** 1998 – 2001  
Preferred Paper Products, Chicago, IL

**Sales Manager - Home Fashions** 1995 – 1998  
Bachman’s, Atlanta, GA

### Education

BA Business Management, Boston University, Boston, MA

# **SAMPLE CHRONOLOGICAL RÉSUMÉ**

## **With Summary & Accomplishment Statements**

### **Alvin Gomez**

980 Swanson St  
Lawrence, MA 12345  
agomez@emailaddress.net

Skype: alvingomez  
978-555-5555  
www.linkedin.com/in/alvingomez

### **Creative Marketing Professional**

Experienced and creative marketing professional with extensive knowledge of corporate communication protocol; possesses a unique sense of innovation and resourcefulness with proven expertise in devising original solutions to complex problems. Excellent research and analytical skills, investigates alternatives, thoroughly focusing on all relevant details.

Strong sales, marketing and customer service orientation. Works effectively with employees at all levels; excellent retention of information, known for a strong work ethic, being a hard worker, and dependable.

### **Professional Experience**

#### **Group Production Manager**

Galway Studio, Boston, MA

2000 - 2013

World's largest production studio in terms of equipment and employees

- Contributed significantly to account base through aggressive sales and marketing techniques; contacts developed through prior ownership of production art studio resulting in exceeding revenue expectations by 33%
- Prepared cost and time estimates on a timely basis
- Interacted with clients in concept development and throughout various production phases, delivered top quality products and improved client satisfaction ratings
- Oversaw project operations from start to finish ensuring adherence to deadlines
- Worked with production and design staff in an extremely fast-paced environment to produce comps, layouts and camera-ready art, resulting in quality products & cost reductions

#### **Owner and President**

Gomez Graphics, LTD, Lawrence, MA

1990 - 2000

Local production studio specializing in niche art production

- Initiated the start-up of an art production studio for advertising, developing it into a business clearing an average of \$200,000 profit annually through strong abilities in sales and client service
- Located a facility, negotiated a lease space, researched and purchased equipment, hired and trained support staff of one to five
- Interacted with clients to devise optimal design and production solutions ensuring jobs were executed on budget and on schedule

### **Education**

Completed two years of fine arts education, Concord College, Concord, CT

High School Diploma, Durham High School, Durham, CT

# SAMPLE TWO PAGE COMBINATION RÉSUMÉ

## Louise Johnson

101 North Main Street  
Methuen, MA 12345  
978-555-5555

ljohnson@emailaddress.com  
www.linkedin.com/in/administratorjohnson

An Administrator with an established record of increasingly responsible decision making in all phases of office and personnel management. Highly skilled in the development and implementation of operational strategies that promote sound business practices. One strategy resulted in a 10% cost of labor over prior year while improving service to four major accounts in 2011.

### Areas of Expertise

Office Management  
Budget Administration

Customer Service  
Staff Recruitment

Training and Development  
Marketing/Public Relations

### Qualification Highlights

- Outstanding ability to work with community, governmental and professional groups
- Effective in budgeting and long-range planning
- Proficient in prioritizing, delegating and motivating
- Extensive experience in developing programs from concept to ongoing operation
- Exceptional skill in personnel supervision and training program coordination

### Relevant Experience and Skills

#### Management and Administration

- Supervised the daily operation of 23-person agency including office administration, staffing, training, general accounting and client contracts, to ensure weekly goals were met
- Designed and implemented database program to assist in tracking clients of home delivered services, to ensure client satisfaction and on-time daily product delivery
- Prepared and administrated \$500,000 annual operating budget maintaining all budget targets
- Analyzed statistical data and compiled weekly, monthly and annual projection reports, used data to improve organizational performance and lower costs
- Performed bookkeeping functions: Accounts Payable, Accounts Receivable, Bank Reconciliation, Vendor Payment Reconciliation, Sales Tax Reporting, Customer Invoicing

#### Organizing and Coordinating

- Initiated itemized bidding specification process, evaluated bids, presented recommendations, and lowered overall by costs 5%
- Conducted feasibility study to centralize operations resulting in projected savings of \$20,000 annually
- Coordinated and developed in-service staff training programs saving 2% in account servicing time while improving customer service

#### Marketing and Public Relations

- Conducted high-energy cold calling campaign, opened new sales territory for a start-up business, increased new accounts 7% in the first 30 days
- Developed ideas for creating new business, prioritized work projects, and implemented follow-up procedures resulting in more efficient and profitable work flow



## SAMPLE TWO PAGE COMBINATION RÉSUMÉ (page 2)

Louise Johnson

ljohnson@emailaddress.com

978-555-5555

page 2

### Employment History

#### Office Manager

#### Sales Representative

Starr Graphics, Inc., Lawrence, MA

2000 - 2014

#### Project Director

Essex County Office for Aging, Wilmington, MA

1995 - 2000

#### Manager and Public Relations Coordinator

McDonald's Restaurant, Andover, MA

1990 - 1995

### Education-Career Development

**Bachelor of Science**, Business Administration, University of Tulsa, Tulsa, OK

Various Management and Supervisory Training Seminars

### Community Activities

Past President, Massachusetts Association on Aging, Methuen, MA

Past Vice-President, Essex County Board of Education, Methuen, MA

# SAMPLE TWO PAGE COMBINATION RÉSUMÉ

## Rachel Mathers

55 Maple Ave  
Skype: rmathers  
Lawrence, MA 01843  
rmathers@email.com  
978-555-0000  
[www.linkedin.com/in/rachelmathers](http://www.linkedin.com/in/rachelmathers)

## Branding – Strategizing – Marketing

Experience in brand development practices for high-profile international brands

Solid strategic planning abilities and a record of accomplishment of securing market share in new markets

Demonstrated record of increasing sales by up to 60%

### Employment History

#### Director of Global Marketing

Advantage Corporation, Salem, NH

2000 – 2014

#### Brand Development

- Oversaw \$500M international marketing program for appeal marketer; global sales grew \$75M within one year, increased number of countries selling company's product by 18
- Launched multi-million dollar marketing campaign for new apparel brand, generating \$60M in sales within three months
- Devised advertising plan that built company's brand awareness, and increased company's domestic market share by 50% within a year

#### Strategic Planning

- Created growth plan to increase revenues and markets; accounted for increased distribution and production costs; plan has helped increase sales 120% since its implementation
- Created strategy and successfully launched test brand, new business forecasted to earn \$250,000 in two test stores; test brand was successfully rolled out to 430 stores; forecasted to produce over \$35 million in sales the first year

#### Director of Sales & Marketing

Capstone, Inc., Haverhill, MA

1996 – 2000

#### Brand Development

- Implemented \$100M advertising and promotion programs for household products manufacturer; sales grew 25% within a year
- Oversaw development of company's first-ever website in 1997; ensured that site addressed both end user-retailer needs and company objectives

#### Sales

- Created sales incentive plan for 12-person national sales staff, growth exceeded plan and grew the number of retail accounts 16% percent within a year
- Increased sales revenue 12%, met plan; received a Recognition Award from an International Source Committee for a 10% increase in import business

## SAMPLE TWO PAGE COMBINATION RÉSUMÉ (page 2)

Rachel Mathers

978-555-000

rmathers@email.com

page 2

### Employment History (continued)

#### Marketing Manager

1993 – 1996

Tompkins Consulting, Chicago, IL

#### Brand Development

- Oversaw \$15M business-to-business advertising and marketing program for accounting and consulting firm; grew revenue 18% and number of clients increased 14% in first year, sustained year on year growth
- Devised advertising plan, built brand awareness, and increased new item domestic market share by 30% within a four month period

#### Strategic Planning

- Created long-range marketing that detailed company's steps to begin marketing to core audience via mainstream media advertising, sponsorships and other appropriate consumer-audience vehicles
- Created growth plan to increase revenues and markets; increased revenue 62%

#### Accounting Supervisor

1990 – 1993

Hilary Mack & Partners, Chicago, IL

#### Brand Development

- Oversaw numerous consumer-product accounts for advertising agency; accounts totaled \$160M
- Created corporate marketing department, managed all aspects of corporate branding
- Participated in creation of "pitch" strategies for new business opportunities; between 1990 and 1993, agency secured eight new clients totaling \$200M in billings

### Education

**Masters of Business Administration Degree**, University of California at Los Angeles

**Bachelor of Arts in International Studies Degree**, University of Colorado at Boulder

#### Awards & Publications

Beatrix Wright Award for Academic Excellence

"Thriving in a Global Economy", published in *The CBIZ Journal*

Member, Delta Phi Theta, National Society of Foreign Studies, New York, NY

**Keywords:** Advertising, branding, distribution, financial reports, international sales, management, market research, sales forecasting, staff planning, consumer product account (CPA) management, business development, business to business (B2B) sales, brand development, strategic planning, sales, P & L, marketing management

## **SAMPLE FUNCTIONAL RÉSUMÉ**

### **SARA SUPERSTEIN**

123 Michigan Avenue  
Chicago, IL 60610  
312-555-0000  
ssuperstein@email.com  
[www.linkedin.com/in/ssuperstein](http://www.linkedin.com/in/ssuperstein)

## **TRAINING SPECIALIST**

### **SUMMARY and QUALIFICATIONS**

- Developed comprehensive understanding of call center operations, specialized call routing, automated scheduling and service level standards.
- Led an annual four-hour training session for over 100 associates on “How to Communicate with Irate Callers”
- Ability to work in a fast-paced team environment as well as focus on individual projects with set deadlines
- Microsoft Certified in Microsoft Office Applications

### **RELEVANT SKILLS**

#### **Customer Relations**

- Implemented a quick response program, which increased customer satisfaction by 50% for three consecutive quarters
- Responded to over 200 phone and email requests on a daily basis with 95% accuracy
- Promoted to “team leader” after eight months

#### **Training and Development**

- Implemented a workflow management program to accurately track the completion of team projects
- Managed quarterly Customer Satisfaction Survey to obtain feedback from over 5,000 customers
- Led a team of four associates to develop and implement an employee motivation program for our department

#### **Management**

- Developed and implemented a budget process to reduce overtime and key expense lines improving employee spirits and increased bottom line profits 2%
- Executed a new employee bonus system and workflow process which ensured customer services, increased sales and reduced turnover

### **EDUCATION**

**Associate Degree in Human Relations, New City College, Chicago, IL**

# SAMPLE COMBINATION RÉSUMÉ

## Military Experience

**John G. Smith**

100 East Green Street, Boston, MA 02015  
johnsmith@email.com

617.555.0000  
www.linkedin.com/in/johnsmith

Experienced multi-disciplined Manager and Leader with proven success in diverse operational environments, both domestic and international. Expertise in training, contracting, logistics, program and project management, providing safety and security for a significant customer base. Known as a problem solver keenly skilled at implementing viable solutions to satisfy internal and external customers. Handled budgets ranging from \$100,000 to more than \$20 million.

### Relevant Experience and Skills

**Directed** total operations of a \$20 million training complex, with eight acres of grounds and a \$200K budget for a government defense organization. Supervised a team of 51 training instructors, three administrative assistants, and a medical technician. Managed all facets of personnel supervision, resources, operational training, security, and safety. Coordinated the training 6,500 employees annually. Facilitated preparation of future organizational leaders, achieved top ranking out of seven divisions for outstanding performance.

**Led** an organization providing training support, managed a robust customer service desk providing 24 hour logistical and transportation support. Drafted and edited a comprehensive presentation on student in-processing and out-processing. Personally conducted 150 training classes to over 7000 students on multiple topics; upgraded customer service response time by 60% despite mandated personnel reductions. Achieved 90% customer satisfaction, and reduced the number of student complaints by 27%.

**Resurrected** faltering safety program; developed and implemented safety programs and procedures to ensure compliance with company and regulatory agency guidance. Identified weak areas and implemented practical fixes. Authored checklist for self assessment and facility safety inspections. Incorporated state-of-the-art software to help manage and track injuries, statistics and trends. Injury rates fell by 22%. Reduced amount of administrative paperwork by 37% and reduced total reporting process by three days.

**Planned** and directed multi-year major construction project. Achieved significant cost and payroll savings while managing annual operating budgets exceeding \$35 million; delivered construction project on time and 0.01% under budget.

**Designed** and conducted complex logistical preparation for travel and meetings in three international locations for the senior executives and dignitaries. Coordinated activities with multiple U.S. and international government officials, and support agencies. Negotiated all airport and logistical requirements and scheduled around-the-clock security. Key decision maker regarding site location, safety, security, and media access to the political leaders for 30 meetings per year; negotiated with local hotels to provide transportation, food and lodging for 200 staff and support team. All planned travel and events were executed flawlessly with no security or safety incidents.

### PROFESSIONAL EXPERIENCE

UNITED STATES ARMY, US Army Officer

2000 - Present

### EDUCATION / TRAINING

Graduate - U.S. Army Command & General Staff College

**Master of Business Administration**, Babson College, Waltham, MA

**Bachelor of Business Administration**, Georgia State University, Atlanta, GA

### ADDITIONAL VALUE

Top Secret U.S. Government Security Clearance; Certified Contracting Officer and Senior Logistician