

Resume Samples

The resumes below are provided as examples to help you create your own resume.

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Barbara Cook

bcook@purdue.edu

Present Address

2243 U.S. HWY.52 W
West Lafayette, IN 47906

Permanent Address

789 Boiler Street
Michigan City, Indiana 46360

Objective:

To obtain an entry level position or internship for the summer, fall or winter

Education:

Purdue University, West Lafayette, IN May 2015
Bachelor of Science in Movement and Sports Sciences
Minor: Organization Leadership and Supervision

Sparkman High School, Harvest, AL, May 2011

Professional Experience:

John Purdue Club, *Host/Intern*, West Lafayette, IN August 2011-Present

- Conducted research on current members
- Brainstormed and planned John Purdue Club events
- Updated biographical information on current members through email and phone interviews

Mary Kay, *Independent Consultant*, Michigan City, IN October 2009-July 2011

- Sold products totaling \$1000 in a single event
- Advertised events through word of mouth to regular receive 25 people at each event.

Eddy's Neighborhood Bar and Grill, *Waitress*, Michigan City, IN June 2010-August 2010

- Trained new employees to handle restaurant transactions
- Provided quality service to satisfy the needs of customers
- Audited orders to ensure order accuracy

Ashraf H. Hanna, *Receptionist*, Michigan City, IN May 2009-August 2009

- Assessed patients' well-being by testing vital signs and asking questions
- Created a computerized system of patients' charts by making all paper charts electronic
- Properly answered medical questions in person and on the phone

Activities and Honors

Student Leadership Retreat
Lafayette Urban Ministry (volunteer) 2007
U.S. Open Swim (volunteer) 2006
A.H. Ismail Center (volunteer) 2006
Certified Red Cross Volunteer
President Education Award

Purdue Pete

ppete@purdue.edu

(765) 123-4567

Current Address:

000 Andrew Place Apt ABC
West Lafayette, IN 47906

Permanent Address:

9999 Indian Wells Tr.
Town, OH 45385

OBJECTIVE: To obtain a full time position to employ engineering concepts, critical thinking techniques, and structural knowledge.

EDUCATION: Purdue University, West Lafayette, IN
Bachelor of Science in Civil Engineering: May 2012

TECHNICAL SKILLS:

AutoCAD: 2D and 3D design and drafting

IronCAD: 3D Solid modeling

MATLAB: Programming tool used to solve complex calculations

INTERCOLLEGIATE ATHLETICS:

Purdue University, Division I Varsity Football Team

Awarded a full, endowed scholarship

2010-Present

Fall 2011

- Devoted 35+ hours per week to athletics in addition to holding a full time student standing
- Exercised leadership skills along with practicing self-discipline on and off the field
- Practiced excellent teamwork skills and a strong work ethic by promoting comraderie
- Reacted to complex situations quickly and effectively
- Implemented large amounts of commitment and responsibility towards fellow players and coaches through genuine respect and dedication

WORK EXPERIENCE:

Birck Boilermaker Golf Complex, Lafayette, IN

May-August 2011

- Consulted with and helped promote multiple group functions
- Motivated employees to create a more productive work environment

Rowden Lawn Care, Bellbrook, OH

May-August 2008

- Delegated tasks and oversaw 3 employees
- Ensured client satisfaction through effective communication

COMMUNITY SERVICE:

- **Gentle Giants:** Read stories and interacted with elementary school kids
- **Shoes for Haiti:** Collected and donated shoes for kids and adults in Haiti
- **Toys for Tots:** Helped organize and collect toys for children overseas

May 2010

April 2009

March 2008

Emily Mauzy Vogel

cook@purdue.edu
123.456.789

Current Address

123 North Street
West Lafayette, IN 47906

Permanent Address

456 University Lane
Schaumburg, IL 60168

Objective: *To obtain a full time position as a Registered Nurse in a neonatal intensive care unit*

Education

Purdue University, School of Nursing

Bachelor of Science, Major: Nursing, May 2012
GPA: 3.80 / 4.00 (Dean's each semester)

West Lafayette, IN

Neonatal Nursing Experience

Community Hospital North

Clinical experience for class Nursing 409: Senior Capstone

- Devoted 100 hours in Neonatal Intensive Care Unit while assisting a Registered Nurse
- Completed physical assessments of neonates and provided other patient needs under the direct guidance of Registered Nurse

Indianapolis, IN
July 2011 - Current

Northwestern Memorial Hospital

Student Nurse Extern

- Worked alongside a Registered Nurse on a general medicine floor for 8 weeks
- Observed in Neonatal Intensive Care Unit for one twelve hour shift

Chicago, IL
June 2011- July 2011

Community Hospital North

Clinical experience for class Nursing 312: Nursing of Childbearing Families

- Provided physical assessments of laboring and postpartum mothers and cared for newborn infants
- Observed in Neonatal Intensive Care Unit at St. Vincent's Hospital in Indianapolis

Indianapolis, IN
August 2010 - December 2010

Sanatorio Sudeste

Volunteer

- Watched a caesarian section at a hospital in a rural town in Argentina and performed newborn assessment
- Adjusted to cultural differences and learned to appreciate the healthcare available in the United States

Marcos Juarez, Argentina
December 2010

Leadership Experience

Heritage Nursing Home

Clinical experience for class Nursing 437: Clinical Leadership Development

- Conducted prioritizing activities with sophomore students on how manage their patient assignments
- Acted as a role model for therapeutic communication and safe care

West Lafayette, IN
August 2010 - May 2011

Purdue University School of Nursing Student Council

President (Fall 2010), Secretary (Fall 2009- Spring 2010) and Student Representative (Fall 2008 - Spring 2009)

- Organized a variety of social functions for Nursing students, such as the Freshman Picnic and the Nurses' Ball
- Solicit ideas and opinions from the Nursing student body and present those ideas and opinions to the council

West Lafayette, IN

Purdue University College of Health and Human Sciences Ambassador

Member

- Act as a representative of the Nursing student body at official University functions
- Interact with potential students to encourage enrollment in the College of Health and Human Sciences

West Lafayette, IN
August 2011 - Current

Purdue University School of Nursing Ambassador

Member

- Serve as a representative of the Nursing student body at official Nursing School and University functions
- Converse with potential and current Nursing students, Nursing faculty and staff, and Nursing alumnae at various functions

West Lafayette, IN
August 2010 - Current

Purdue Student Nurses Association at Purdue University

Vice President (Fall 2010)

- Attended various presentations by guest speakers to discuss topics related to nursing and various fields of nursing practice

West Lafayette, IN
August 2008 - Current

Other Nursing & Clinical Experience

Northwestern Memorial Hospital

Chicago, IL

Patient Care Technician August 2011- Current

- Individually assigned to care for ten patients on general medicine floor
- Assessed vital signs, checked blood sugars, performed phlebotomy and EKG's and other patient needs and record results on electronic charts

Chicago Marathon Chicago, IL
Student Nurse Volunteer October 2010

- Cared for runners with hypothermia, cramps, sprained ankles, and sore knees at one of the Medical Tents located at the finish line

Logansport State Hospital Logansport, IN
Clinical experience for class Nursing 304: Psychosocial Nursing January 2011- May 2011

St. Elizabeth Hospital West Lafayette, IN
Clinical experience for class Nursing 302 and 306: Medical Surgical/ Adult Nursing I and II August 2010 – May 2011

Heritage Nursing Home West Lafayette, IN
Clinical experience for class Nursing 104: Foundations for Nursing Practice January 2010- May 2010

Teaching Experience
Mentor for Nursing Students West Lafayette, IN
Mentor August 2010 - Current

- Serve as a positive role model to incoming Freshmen students in Nursing and encourage active involvement in the field

Purdue University Intercollegiate Athletic Facility West Lafayette, IN
Student Tutor August 2009 - May 2010

- Tutored athletic students based on individual needs in one hour sessions in subjects including human anatomy, Spanish and pharmacology

Purdue University West Lafayette, IN
Teaching Assistant for Human Anatomy Lab August 2009 - December 2009

- Demonstrated specific lab procedures and presented class material to students in a two hour laboratory setting twice a week

Skills & Certifications

- *Fluent in the Spanish Language*
- Certified with the American Heart Association as a BLS for Healthcare Provider (CPR & AED)
- Certified with the American Red Cross in Lifeguard Training and First Aid

John Purdue
jpurdue@purdue.edu
(260)123-4567

Current Address:
1275 Third St.
West Lafayette, IN 47906

Permanent Address:
9876 Makers Ln.
Fort Wayne, IN 46825

Objective

To obtain the position of CCO Ambassador at the Center for Career Opportunities to develop my professional skills and help fellow Boilermakers with their careers

Education

Purdue University, West Lafayette, IN
Bachelor of Arts in Political Science

August 2011

Experience

Neighborhood Cinema Group, Inc., Auburn, IN

November 2005 – March 2007

Trainer

May 2008 – January 2009

Cashier

- Trained and retrained staff in appropriate methods of operation
- Developed a method for stocking inventory

DeKalb Student Council

August 2006 – June 2008

Treasurer, June 2007 – June 2008

- Spearheaded effort that raised over 600,000 pop tabs for Riley Children's Hospital in Indianapolis, IN
- Managed student council when president and vice-president were unable to attend
- Organized a new Homecoming Parade through the community

DeKalb Speech Team

September 2006 – April 2008

Co-Captain

Placed Eighth in International Extemporaneous Speaking at State Competition

Volunteer Experience

- Volunteer with the Auburn Chamber of Commerce
- Volunteer Coach/Judge for the DeKalb Speech Team

Activities and Awards

Member of Purdue Emerging Leaders

September 2008 – Present

Member of Purdue Night Train – Swing Dance Club

September 2008 – Present

Soccer Referee

December 2004 – Present

President of DeKalb High School Spanish Club

August 2006 – June 2008

Secretary of DeKalb National Honor Society

November 2006 – June 2008

Captain of a Relay for Life Team

December 2007 – May 2008

People to People Student Ambassador

Summer 2001 & 2006

John Purdue
jpurdue@purdue.edu
(260)123-4567

Current Address:
1275 Third St.
West Lafayette, IN 47906

Permanent Address:
9876 Makers Ln.
Fort Wayne, IN 46825

Objective

To obtain an internship as a Congressional Intern

Education

Purdue University, West Lafayette, IN
Bachelor of Arts in Political Science
Minor: History
GPA: 3.00/4.00

August 2011

Skills

Language: Conversational level Spanish
Computer: Microsoft Excel, Outlook, Word, and Power Point

Experience

People to People International Boilermaker Chapter
Founder, President

March 2009 – Present

- Founded University Chapter at Purdue University to cultivate cultural understanding and friendship among international students
- Organized meetings, cultural projects, and community service
- Communicated with other organizations to collaborate on projects

Center for Career Opportunities, West Lafayette, IN
Ambassador

August 2009 – Present

- Aided students and alumni on resumes, cover letters, job search techniques, and interviews
- Presented career related workshops to students and organizations

Neighborhood Cinema Group, Inc., Auburn, IN
Trainer

May 2008 – January 2009

Cashier

November 2005 – March 2007

- Trained and retrained staff in appropriate methods of operation
- Developed a method for stocking inventory resulting in an organized store room
- Communicated effectively with customers to serve their needs and problems

Activities

Purdue Night Train – Swing dance club
United States Soccer Federation licensed Referee
Purdue Emerging Leaders Program
People to People Student Ambassador
Purdue Space Day

John Purdue

jpurdue@purdue.edu
(260)123-4567

Current Address:

1275 Third St.
West Lafayette, IN 47906

Permanent Address:

9876 Cordova Blvd.
Fort Wayne, IN 46825

Objective

To obtain the position of CCO Ambassador Coordinator Intern (ACI) for the 2010-2011 school year

Education

Purdue University, West Lafayette, IN

May 2012

Bachelor of Arts in Political Science GPA: 3.80/4.00

Bachelor of Arts in History GPA: 4.00/4.00

Minor: Peace Studies

Cumulative GPA: 3.08/4.00

Skills

Language: Conversational Spanish

Computer: SPSS, Microsoft Excel, Outlook, Word, and Power Point

Experience

Center for Career Opportunities, West Lafayette, IN

Ambassador

August 2009 – Present

- Aided students and alumni on resumes, cover letters, job search techniques, interviews, and other career related topics
- Presented career related workshops to students and organizations
- Co-administered a career development series geared toward international students that regularly received 40 or more students per presentation
- Participated in the development of the idea of a Career Development Conference
- Assisted Associate Director in the preparation of the 2010 Summer Camp Career Fair

People to People International Boilermaker Chapter

Founder, President

March 2009 – Present

- Founded University Chapter at Purdue University to cultivate cultural understanding and friendship among international students
- Developed foundation and responsibilities of organization and officers to ensure continuity over time
- Organized meetings, cultural projects, and community service
- Communicated with other organizations to collaborate on projects

DeKalb High School Speech Team, Waterloo, IN

Volunteer Coach/Judge

September 2008 – Present

Co-Captain

September 2006 – April 2008

- Evaluated student speeches on quality and content of speech
- Provided feedback to students on how to improve speeches and on their strengths
- Placed 8th in the state in the event of International Extemporaneous Speaking

Neighborhood Cinema Group, Inc., Auburn, IN

Trainer

May 2008 – January 2009

Cashier

November 2005 – March 2007

- Trained new and current staff in the proper applications of duties
- Communicated effectively with customers to ensure satisfaction
- Instituted organization of stockroom for the purpose of decreasing the amount of time stocking

Activities

People to People Student Ambassador to Australia, England, Ireland, and Wales

Purdue Emerging Leaders Program

Purdue Night Train – Swing dance club

Purdue Space Day

John Purdue

johnpurdue@gmail.com
(260)123-4567

987 Beering Dr.
Fort Wayne, IN 46825

Objective: To obtain a position in Human Resources

Education

Purdue University, West Lafayette, IN, GPA: 3.19/4.00

May 2012

Bachelor of Arts in Political Science, GPA: 3.67/4.00

Bachelor of Arts in History, GPA: 3.57/4.00

Minor: Peace Studies

Human Resource Experience

Center for Career Opportunities, West Lafayette, IN

Web Content Intern

May 2011 – August 2011

- Informed students of the resources and benefits of the CCO through rewritten web pages
- Created and updated the Student webpages to focus and streamline the website

Ambassador Coordinator Intern

May 2010 – May 2011

- Promoted to position after successful year as Student Ambassador
- Recruited and interviewed for the selection of 9 diverse Student Ambassadors for the academic years 2010-11 and 2011-12
- Trained 9 incoming Student Ambassadors to enable the performance of essential duties
- Evaluated Ambassadors and provided regular feedback to ensure highest levels of performance throughout the year
- Managed 9 students to provide walk-in assistance, complete target projects, and outreach to multiple groups

Student Ambassador

August 2009 – May 2010

- Counseled students and alumni on résumés, cover letters, job search techniques, interviews, and other career-related topics
- Administered career-development series geared toward international students attended regularly by 40-50 students
- Presented career-related workshops to increase career development of students and organizations

Leadership Experience

Night Train, West Lafayette, IN

President

March 2011 – Present

- Budgeted organization yearly accounts totally \$32,000
- Led 9 member board to ensure top quality services to 150+ members by organizing multiple lessons and events weekly
- Negotiated contracts for reservation of venues, bands, and instructors for all lessons, social dances, and special events

Facilities Coordinator

April 2010 – March 2011

- Supervised and scheduled DJs so that all guidelines were met including use of equipment and selection of music
- Coordinated all housing for up to 150 out of town guests for special events
- Planned the spring workshop that included reserving venues, hiring instructors, and planning workshop lessons

Relevant Experience

Ross for Statehouse, 51st State House District, DeKalb and Steuben Counties, IN

Intern

Summer 2010

- Investigated constituent concerns through door canvassing and phone banking
- Promoted candidate through distribution of literature and face-to-face talks with constituents
- Researched preliminary process of developing a debate between the candidates in the race

DeKalb High School Speech Team, Waterloo, IN

Volunteer Coach/Judge

September 2008 – April 2010

Co-Captain

September 2006 – April 2008

- Evaluated student speeches on quality and content of speech
- Placed 8th in the state in the event of International Extemporaneous Speaking

International Experience

Study Abroad - "Modern Battles that Changed the World"

March 2010

Toured France, Belgium, Luxembourg, and Germany

People to People Student Ambassador to Australia, England, Ireland, and Wales

Summer 2001 & Summer 2006

Skills: Excel, Power Point, Outlook, Word, Publisher, SPSS, HTML

Frank Functional

1234 Ross-Ade St.
Lafayette, IN 47905

Email: frankfunctional@yahoo.com
(765) 123-4567

OBJECTIVE:

To give proper guidance to student-athletes as well as maintain accurate records and accountability

AREAS OF EFFECTIVENESS:

Training and Advisement

- Demonstrated leadership qualities while mentoring and training new employees in a sales environment and in a sports communication field.
- Conducted effective advisement through written and verbal communications.
- Exhibited strong supervisory skills in giving and monitoring assignments to newspaper correspondents and photographers and delegated tasks to employees at a large retail store.

Organizational Skills

- Managed time appropriately to make sure events were covered while working for newspapers.
- Effectively marketed products through timely display set-ups that were compliant to release dates to avoid financial repercussions while working in the retail industry.
- Demonstrated an in-depth understanding of company policies and practice as an area sales leader at Schwan's Home Delivery.
- Organized fundraisers for the Tippecanoe County School Corporation on behalf of a customer seeking to raise money for a kidney transplant operation.

Leadership and Communication Skills

- Earned the trust of individuals as a salesperson and of student-athletes at the high school and collegiate level as a sports correspondent by demonstrating honesty and integrity.
- Demonstrated a strong work ethic and advanced interpersonal skills by effectively serving a customer base of more than 700.
- Maintained customer confidentiality and consistently adhered to deadlines.
- Recognized by the Indiana High School Baseball Coaches Association for outstanding coverage.

EDUCATION:

Purdue University, West Lafayette, IN
Bachelor of Arts, Communications with a concentration in Journalism
Graduation - May, 1998

COMPUTER SKILLS

Word, Publisher, Excel, Photoshop

WORK HISTORY:

Schwan's Home Delivery, Route Sales Representative, Monticello, IN – 2006-present
Lafayette Journal & Courier, Sports Correspondent, Lafayette, IN – 2004-2007
Circuit City, Senior Sales Associate, Lafayette, IN – 2004-2006
Rensselaer Republican, Sports Editor & Correspondent, Rensselaer, IN – 2000-2003/1993-1998
Evening Star, Assistant Sports Editor, Auburn, IN – 1998-2000