

RESUME SAMPLES

Overview

While the previous pages cover general information regarding resume format, sections, and content, the next pages will provide some **samples**.

These **samples** are provided to give you *ideas* on resume content and format. Avoid copying content information word for word. Your resume should reflect your experience and use your typical vocabulary to best market yourself to potential employers. And employers may also view this guide and will be able to compare “our” samples to “your” resume.

It is important to note that resume layouts vary; there is no right or wrong. However, it is recommended that you review several different versions beyond what is included in this *Resume Construction Guide* to determine how to best market yourself.



- For more resume information, check out additional resources via our [Resume](#) webpage.



Citadel Student

The Citadel: MSC 000, 171 Moultrie St, Charleston SC 29409 ▪ (789) 012-3456
Home: 456 Elm Ave ▪ Anywhere, ST 12345 ▪ JuniorC2@Citadel.edu

- OBJECTIVE:** Obtain Production Internship with WNBC-TV News for Summer 2017
- EDUCATION:** **Bachelor of Science: Business Administration** GPA 3.65
Minor: Spanish
The Citadel, The Military College of South Carolina May 2018
University of ABC, Barcelona, Spain May 2016
Spanish Immersion Course
- EXPERIENCE:** **Sales Assistant**, Morgan Stanley, Atlanta GA Summer 2016
▪ Organized four sales training seminars for approximately 30 representatives
▪ Provided general administrative support for two Senior Sales Representatives
▪ Demonstrated excellent teamwork and time management skills
- Entrepreneur**, Landscaping, Anywhere ST Summers 2013-2015
▪ Built customer base to 20 within first summer and added 10 more by final summer
▪ Earned a net income of \$8,000 in first summer
▪ Managed business operations to include acquiring business license, developing marketing plan, equipment maintenance, and budgeting
▪ Organized business operations through use of MS Access, Excel, and Word
- Spanish Tutor**, The Citadel, Charleston SC Spring 2015—Present
▪ Assist students with Spanish language assignments, written & verbal
▪ Ayudar a los estudiantes con idioma Español asignaciones, escrita y verbal
- LEADERSHIP:** **Company Supply Sergeant**, The Citadel, Charleston SC Fall 2016—Present
▪ Served as second junior in command
▪ Accountable for the maintenance of living quarters
▪ Assisted Company Armorer for proper securing and accountability of rifles
- Company Armorer/Squad Corporal**, The Citadel, Charleston SC Fall 2015—Spring 2016
▪ Responsible for daily activity of 9 cadets
▪ Accountable to Supply Sergeant for proper cleaning, security, and inventory of rifles
▪ Participated in Regimental Mess and Uniform Board
▪ Assisted Supply and Squad Sergeants with their duties
- Football Team Captain**, XYZ High School, Anywhere ST Fall 2013
▪ Accountable for athletic and personal development of 60 team members
▪ Assisted Coaches at weekly team meetings
▪ Led drills during daily practices
- ACTIVITIES/ INTERESTS:** *High School* *The Citadel*
Football Team United States Coast Guard Auxiliary
Wrestling Team International Business
Honors Roll Dean's List

Senior C. Cadet

123 Main Street / City, ST 12345 / (123) 456-7890 / SeniorC1@citadel.edu

- OBJECTIVE:** Entry-level management position within the banking industry
- EDUCATION:** **Bachelor of Science: Business Administration** GPA 3.80
 Minor: Spanish
 The Citadel, The Military College of South Carolina May 2017
 Study Abroad: **London School of Economics** May 2016
- SKILLS:** Analytical Business Development Management Spanish (Fluent)
 Leadership Operations Supervisory Sales
- EXPERIENCE:** **Business Intern**, Atlantic Bank & Trust, Charleston SC Summer 2016
- Analyze credit reports
 - Developing consultative sales skills
 - Arranging opportunities to learn more about investments, operations, and trusts
- Production Internship**, WNBC-TV News , City ST Summer 2015
- Investigated business news stories via wire services
 - Wrote approximately 20 news stories and anchor scripts
 - Demonstrated research, reporting, and public speaking skills
- Entrepreneur**, Citadel Landscaping, City ST Summers 2012-2014
- Built customer base from 20 during first summer to 40 by last summer
 - Responsible for all aspects of business operations, including overseeing one employee
- Spanish Tutor**, The Citadel, Charleston SC Spring 2014—Present
- Assist students one night per week with Spanish language assignments, written & verbal
- LEADERSHIP:** **Company Platoon Leader**, The Citadel, Charleston SC Fall 2016—Present
- Responsible for daily activity of 30 cadets
 - Collaborate with Company Commanders for operational planning
 - Train and supervise junior Platoon Sergeants and Squad Sergeants
- Company Supply Sergeant**, The Citadel, Charleston SC Fall 2015—Spring 2016
- Served as second junior in command
 - Accountable for the maintenance of living quarters
 - Assisted Company Armorer for proper securing and accountability of rifles
- Company Armorer / Squad Corporal**, The Citadel, Charleston SC Fall 2014—Spring 2015
- Responsible for daily activity of 9 cadets
 - Accountable to Supply Sergeant for proper cleaning, security, and rifle inventory
 - Assisted Supply and Squad Sergeants with their duties
- HONORS/** Senior Class Board of Directors Summerall Guards
ACTIVITIES: The Citadel Coast Guard Society United States Coast Guard Auxiliary

Citadel Cadet

123 Main Street / City, ST 12345 / (123) 456-7890 / Student@citadel.edu

OBJECTIVE

Seeking an internship with a non-profit organization for Summer 2017

EDUCATION

Bachelor of Science: Biology GPA 3.50

Minor: Psychology

The Citadel, The Military College of South Carolina

May 2019

ACADEMIC HONORS

- **Dean's List:** 3.2+ GPA for semester and not below a "C" prior semester Fall 2016 Spring 2015
- **Gold Stars:** 3.7+ GPA for semester Fall 2016
- **Commandant's Distinguished List:** Recognizes leadership within the Corps Fall 2016
- **President's List:** Recognizes excellence in academics and military duties Fall 2016

LEADERSHIP

Company Armorer/Squad Corporal, The Citadel, Charleston SC

Fall 2016—Present

- Responsible for daily activity of 9 cadets
- Accountable to Supply Sergeant for proper cleaning, security, and inventory of rifles
- Participated in Regimental Mess and Uniform Board
- Assisted Supply and Squad Sergeants with their duties

ROTC Training, The Citadel, Charleston SC

Fall 2015—Present

- Develop leadership and discipline skills through formal weekly military education and physical training to include rules of engagement and professional communication
- Enhance personal skills related to decision-making, problem-solving, and physical fitness

Leadership Training, The Citadel, Charleston SC

Fall 2015—Present

- Cultivate disciplinary and organizational skills by maintaining the military lifestyle and exceeding expectations of the 24/7 daily training schedule
- Fine-tune time management and self-disciplinary skills through strict adherence to rules, regulations, and orders designed to achieve high expectations and daily accountability
- Participate in weekly teambuilding exercises to enhance accountability and perseverance including Spirit Runs and Guard Duty
- Adhere to honor code and support The Citadel's core values of Honor, Duty and Respect

VOLUNTEERING & ACTIVITIES

SHARE Project

Fall 2015

- Enhanced leadership skills through civic engagement at local elementary school
- Supported and mentored students at ABC Elementary School

Greater Issues Series

Fall 2015— Present

- Exposed to current events, presentations on leadership, and inspirational messages delivered by a variety of distinguished scholars, diplomats, and business and military leaders

Citadel Student

123 Cedar Street ▪ Anywhere, ST 12345 ▪ (123) 456-7890 ▪ Student@Citadel.edu

OBJECTIVE

Entry-level Civil Engineering Designer with XYZ Company

EDUCATION

The Citadel, **Bachelor of Science: Civil Engineering** Dec 2016

Trident Technical College, **Associate of Applied Science: Civil Engineering Technology** Jun 2014

Passed the E.I.T. Oct 2015

Civil Engineering Courses Include:

Transportation Engineering	Fluid Mechanics	Intro to Geotechnical Engineering
Mechanics of Materials	Highway Engineering	Hydrology & Water Resources
Engineering Management	Structural Analysis	Reinforced Concrete Design

SKILLS/TRAINING

AutoCAD	MathCAD	ArcView GIS	Microsoft Word, Excel and PowerPoint
Negotiation	Communication	Leadership	Time Management

EXPERIENCE

Civil Engineering Technician, Smith & Smith, Inc., Charleston SC Jul 2014-Present

- Support Project Engineer with site design and water projects
- Serve as a full-time Drafter while attending evening classes
- Established horizontal and vertical control for site designs
- Assist Civil Engineer with budget requests and management for various water and sewage projects

Engineering Intern, XYZ Company, Charleston SC Jan 2014-Jun2014

- Assisted in preliminary design of water pipelines
- Analyzed flow capacities of water and wastewater treatment plants

Team Member, Home Improvement Store, Charleston SC May 2012-Dec 2013

- Assisted customers with their product questions in a friendly and efficient manner
- Operated store equipment to include computerized paint mixer, forklift, and pallet jack
- Ensured shelves in paint zone were well-stocked at all times

Professional Portfolio Available Upon Request

Citadel B. Student

Charleston, SC 29415

(123) 456-7890

<<insert weblink to portfolio>>

citadel.student@host.com

- OBJECTIVE:** Literacy Specialist and Athletic Coach in the James County School District, SC
- INTERESTS:**
- Coordinating a reading program for struggling students
 - Developing strategies to help motivate reluctant readers
 - Possess college credits toward coaching degree; available to coach all female sports
- EDUCATION:** The Citadel Graduate School, **Master of Education: Literacy Education** May 2017
Undergraduate College, **Bachelor of Science: Early Childhood Education** May 2014
Cum Laude, GPA: 3.6
- EXPERIENCE:** **Graduate Assistant**, Human Resources, The Citadel, Charleston SC Aug 2015-Present
- Screen all permanent and temporary applications for job employment at The Citadel
 - Update The Citadel Employment Bulletin via the Internet
 - Update The Citadel Job Line via telephone access
- Preschool Teacher**, First Church, City ST Aug 2014-Jun 2015
- Served as sole instructor for the three and four-year old class
 - Planned and supervised 6 field trips
 - Incorporated music, arts and crafts, and recreation into program
- Student Teaching**, M.S. Baker Elementary School, City ST Spring 2014
- Planned daily units of instruction, arts and crafts, music, and recreation for first grade
 - Prepared and administered activities for the after-school program for fifth graders
- Lifeguard and Swim Instructor**, City Fitness Center, City ST Summers 2012 & 2013
- Conducted beginner and intermediate swim classes 4 times per week for children
 - Taught individual swimming lessons to children and adults 3-5 times per week
 - Certified in First Aid and CPR
- Lifeguard**, City Recreation Department, City ST Summers 2010 & 2011
- Taught swimming lessons to the disadvantaged
 - Supervised swimming pool and surrounding facility
 - Conducted 3 swim camps each summer for children ages 5—15
- ACTIVITIES/HONORS:**
- | Undergraduate College Name | High School Name |
|---------------------------------------|---|
| ▪ Dean's List—6 semesters | ▪ National Beta Club, Biology Honorary—3 years |
| ▪ Kappa Delta Pi Education Honorary | ▪ Clio Scholarship (SC Council of Social Studies) |
| ▪ Zeta Tau Alpha Sorority | ▪ Honor Athlete and Junior Marshal |
| ▪ "Race for Cure" Volunteer—4 years | ▪ Tennis Team—4 years, Captain—2 years |
| ▪ Freshman Orientation Leader—2 years | ▪ Soccer & Softball Teams—3 years |
| ▪ "Meals on Wheels" Volunteer—1 year | ▪ Yearbook Staff—1 year |

RESUME SAMPLES

CITADEL S. RESUME

12345 Anywhere Street • Charleston, SC 12345 / (843) 123-4567 / timcitadel@gmail.com

PROFESSIONAL SUMMARY:

Fire Safety Professional with over 14 years of experience in Management, Logistics, Training, and Fire Prevention and Suppression. Detail-oriented manager with a focus on teamwork and results while also creating efficient processes and maintaining quality standards.

CORE COMPETENCIES:

<i>Human Resources</i>	<i>Auditing & Assessments</i>	<i>Operations Management</i>
<i>Project Management</i>	<i>Strategic Business Planning</i>	<i>Employee Training & Development</i>

PROFESSIONAL EXPERIENCE:

OPERATIONS, *Organization/Communication/Technology*

- Execute and oversee operational functions for 12 locations including site management, budget and administrative duties, communication with team members and weekly reporting for headquarters including acquisition of all accommodations, transportation, and equipment for up to 80 full-time employees and 30 part-time employees
- Mange daily Human Resource functions including: employee performance reviews and appraisals, shift scheduling, and crisis intervention

LOGISTICS, *Information Management/Problem Mitigation/Property Tracking*

- Streamlined reporting on: Inventory Replenishment, Forecasting, and Requisition Procedures and implemented new logistical techniques to reduce cost for inventory and shipping by 33%
- Responsible for shipping and storage of Fire Suppression Equipment and handle Fleet Maintenance and Documentation for 100 vehicles including Fault Logs and Vehicle Readiness

TRAINING, *Instruction/Presentation/Material Development*

- Lead Instructor responsible for organizational certifications, tracking and compliance, and monthly scheduling for all new hires and current employees
- Revised and improved training manuals, instructed course reviews, and oversaw tutoring sessions for fire prevention program audits to reduce training cost and increase efficiencies

EMPLOYMENT HISTORY:

ABC Fire & Emergency Services , Charleston, SC	2012 – Present
City of Mt. Pleasant Fire Department , SC	2008 – 2012
Smith Automation Company , Greenville, SC	2003 – 2008

EDUCATION & CERTIFICATIONS:

Bachelor of Science: Health, Exercise, and Sport Science	2003
<i>The Citadel, The Military College of South Carolina</i>	

Hazardous Materials Incident Command Instructor, Officer, Inspector Levels I & II
Hazardous Materials 1st Responder Awareness & Operations Fire Fighter Levels I & II

Citadel Alumnus

123 Main Street • Charleston, SC 29415 • (123) 456-7890 • citadel.alumnus@host.com

PROFILE

Customer and team oriented IT professional with a record of successful leadership of professionals in the implementation and support of complex, mission critical technology systems. Creative problem solver with the ability to define and articulate vision, mission, and objectives.

- **Management**—Solid background leading teams in the planning and execution of systems' implementation and support. Experience cultivating strategic business partnerships as well as budgeting and financial management.
- **Systems Implementation**—In-depth knowledge of project management and systems implementation methodologies, including system selection and post-live support and maintenance.
- **Team Building**—Experienced team leader with extensive experience recruiting and hiring IT support teams, developing talent, and creating effective training programs.
- **Communication**—Effective communicator with well-developed oral and written communication skills. Able to develop productive relationships with colleagues and staff at all levels.

PROFESSIONAL DEVELOPMENT

- Effective Management, Leadership Systems Corporation
- Working with Analysts, Knowledge Capital Group
- Leadership Development Program, Charleston Trident Chamber of Commerce
- Project Management, American Management Association

EXPERIENCE

Bulldog Software, Inc., City, ST

Nov 2012—Present

- Progressed in service of company starting as a Client Services' Manager, to a Partner & Analyst Relations' Manager, and currently as the **Director of Professional Services**
- Lead a team of consulting project managers, business analysts, and account reps to broaden the professional services offered and complement the company's technical services capabilities
- Responsible for \$2.5 Million budget and over 100 employees
- Direct a unit responsible for custom development, implementation and support services for new and existing clients using the company's order management/inventory control products
- Devise policies and procedures for implementation, including a project management methodology rated "5 on a scale of 1-5" by one client's CIO in an independent survey
- Manage a staff development program incorporating several e-business certification programs
- Oversaw the business development unit while the company pulled back from the market to redevelop the product set

Citadel Alumnus

123 Main Street • Charleston, SC 29415 • (123) 456-7890 • citadel.alumnus@host.com

EXPERIENCE

CBA Systems, City, ST

Jul 2008—Oct 2012

- Progressed in service of company starting as a Product Account Representative, to a Consulting Project Manager, and finally as a **Client Services' Supervisor**
- Managed a unit responsible for professional services to a mix of production and implementation clients for four integrated AJS midrange products
- Led the implementation of AS/400-based enterprise applications from project planning through post-live support
- Performed requirements analyses and utilization reviews
- Installed software and configured hardware at the customer site
- Performed pre-sales consulting activities
- Provided guidance to less experienced project managers and consultants
- Managed problem resolution, custom development, and upgrades and performed off-hours support for production clients

ZYX Inc., City, ST

Mar 2005—Jun 2008

- Built an independent insurance agency from scratch to over one million dollars annual premium
- Designed insurance programs for individuals and businesses
- Implemented a PC-based agency management system during fourth year in business
- Sold agency to pursue opportunities using new found skills and background in technology

Bulldog Insurance Company, City, ST

May 2003—Feb 2005

- Served as a Commercial Casualty Underwriter
- Oversaw risk selection and pricing for commercial automobile, commercial general liability, and workers' compensation insurance sold through independent agencies in the Georgia and Florida offices

EDUCATION

Bachelor of Science, Business Administration, May 2003

The Citadel, Charleston, SC