

# Sample Résumés

The following packet contains sample résumés for various business majors and career paths. Use these samples as a guide when creating or editing your résumé.

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These samples are presented merely as examples and options of what a résumé could look like. Feel free to mix and match to find your own style.



Ambassador Crawford  
College of Business  
and Entrepreneurship

For more information:  
Career Services Office  
[buscareers@kent.edu](mailto:buscareers@kent.edu)

# Julia Jones

Kent, Ohio 44242 • 330-555-5555 • sresume@kent.edu • www.linkedin.com/in/name

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## **OBJECTIVE**

Seeking an accounting internship with ABC Company in Spring 2020 to utilize my analytical and attention to detail skills.

## **EDUCATION**

Bachelor of Business Administration

**Kent State University**

Major: Accounting

150 hours will be completed by May 2022

Expected Graduation: **May 2022**

Kent, Ohio

GPA: 3.6

## **International Experience in Accounting, England, France, Scotland    **Summer 2020****

*Kent State Study Abroad Student*

- Enhanced ability to adapt quickly to diverse environments while traveling to 10 different cities, evaluating differences in cultural norms and business practices on a global scale.
- Analyzed the impact of technology and trade on international markets through experiences at the US Embassy and the Chamber of Commerce.

## **RELEVANT COURSEWORK**

Intro to Financial Accounting, Intermediate Accounting 1, Intro to Managerial Accounting, Cost Accounting

## **TECHNICAL SKILLS**

Microsoft Office: Word, PowerPoint, and basic Excel

## **ACCOUNTING EXPERIENCE**

**Accounting Firm**, Cleveland, Ohio

**January 2020 – May 2020**

*Tax Intern*

- Exhibited attention to detail while preparing approximately 40 tax returns per week, including, 1040, 1041, and 1120 documents assigned by the manager and senior accountant.
- Provided support to 3 partners by analyzing financial documents and creating Excel spreadsheets.
- Integrated strength in problem solving skills to resolve issues in a quick and efficient manner.

## **WORK EXPERIENCE**

**Kent State University**, Kent, Ohio

**August 2018 – Present**

*Resident Advisor*

- Demonstrate effective time management skills by creating and implementing 6 programs and activities each semester for 30 residents, while balancing full-time course load and extracurricular commitments.

## **LEADERSHIP EXPERIENCE**

**Harding Middle School**, Columbus, Ohio

**April 2018 – August 2019**

*Baseball Assistant Coach*

- Incorporated patience when teaching team of 20 eighth grade athletes about teamwork, respect, and conflict-resolution.

## **CAMPUS INVOLVEMENT**

**Member**, Beta Alpha Psi

**August 2019 – Present**

**Member**, Financial Management Association

**August 2019 – Present**

## **HONORS**

Summit County Alumni Association Scholarship

**Spring 2018 – Present**

Dean's List

**Spring 2018 – Spring 2021**

# Chris Boxworthy

1234 Orange Avenue | Cleveland, Ohio | 216-123-4567 | c.boxworthy@kent.edu |

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**Objective:** Seeking a store management intern position with Kohls Corporation where I can utilize my communication and customer service skills while developing valuable experiences in business operations.

## **Education:**

### **Bachelor of Business Administration**

August 2021

Kent State University, *Kent, Ohio*

Major: Business Management

GPA: 3.76

Minor: Entrepreneurship

## **Technical Skills:**

- Microsoft Office: Word, Excel, PowerPoint, Outlook, and Access
- Microsoft Project
- Intuit Quickbooks Desktop Application
- ScanMaster

## **Industry Experience:**

### **Retail Sales Associate | Cabela's, Avon, OH**

Jun. 2017- current

- Provided expert knowledge of products in the store to assist customers with buying decisions.
- Greeted customers and directed them to their desired location within the store.
- Demonstrated willingness to learn by successfully completing voluntary cross-training program for 5 departments.
- Transitioned among 4 departments during holiday rush hours to deliver quality customer service to patrons.
- Maintained and replenished merchandise in 3 areas throughout the store.
- Trained new employees in compliance with the Cabela's mission to enhance the customer's experience.
- Utilized reflective listening and strong verbal communication skills to resolve customer disputes, process customer transactions, including purchases, returns, exchanges, and account credits.

### **Sales Associate | Sheetz, Parma, Ohio**

Jan. 2014 – Nov. 2016

- Delivered superior customer service by actively listening to customers to ensure quality service.
- Assisted to train 4 new employees by demonstrating daily tasks and providing constructive feedback.
- Verified all merchandising specifications were updated and maintained on a daily basis.
- Collaborated with 5 team members to consistently meet weekly sales goals while adhering to company standards

## **Additional Work Experience:**

### **L & M Landscaping, Parma Ohio**

May – Aug. 2019

- Mowed & maintained landscapes for an average of 15 residential homes per week

## **Volunteer Experience:**

### **Kent State University, Delta Sigma Pi**

Sep. 2019 – present

- Assisted with recruiting professional speakers

### **Kent State University Campus Kitchen**

Sep. 2019 – present

- Volunteered with preparing food once a week

## Charles Jackson Jr.

17 Main Street  
Columbiana, OH 44516  
(330) 876- 5422  
[cjackson@kent.edu](mailto:cjackson@kent.edu)

### Objective:

Aspiring computer programming professional with exceptional programming and data analysis skills in search of an internship for summer 2022.

### Education:

Kent State University- Kent, OH Graduation May 2023  
*Bachelor of Business Administration in Computer Information Systems*  
GPA: 3.5

### Relevant Coursework:

Data Analytics, Computer Programming I, Computer Applications, Computer Theory, Business Analytics

### Experience:

Generations Coffee House June 2017- Present

#### *Barista*

- Exhibit customer service skills by greeting an average of 80 guests upon entry to café daily.
- Organize inventory using company procedures and report to owner on products to order.
- Collaborate with team members to delegate tasks, resulting in providing efficient service to customers.
- Demonstrate attention to detail by cleaning dining area in between guests' visits.
- Conduct weekly team meetings with manager by creating agenda and preparing progress reports to ensure sales and productivity goals are met.

### Volunteer Work:

Habitat for Humanity Volunteer- Columbiana, OH April 2018-Present

- Helped in the building of new homes, creating average of 2 homes per year for Habitat families.
- Stock and organize Habitat restore store, creating ease of material identification.
- Assist with organization and facilitation of Habitat walk using project management skills, which engaged 500+ participants and raised \$12,750 .

### Activities:

- Students for Computers 2017-Present
- The Letter Project August 2020- Present
- Delta Sigma Pi November 2020-Present

## Grace Smith

1234 Huntington Dr.  
Poland, OH 44512  
330-718-1234

[gsmith2@kent.edu](mailto:gsmith2@kent.edu) / [linkedin.com/in/gracesmith](https://www.linkedin.com/in/gracesmith)

|                               |  |  |
|-------------------------------|--|--|
| <b>OBJECTIVE</b>              | To obtain an Economic Research position utilizing my market trend analysis skills.   |  |
| <b>EDUCATION</b>              | Bachelor of Science in Economics<br><b>Kent State University</b><br>Major: Economics<br>Minors: Political Science, Finance   | May 2021<br>Kent, Ohio<br>GPA: 4.0   |
| <b>SIGNIFICANT COURSEWORK</b> | Microeconomics, Macroeconomics, Computer Applications, Intuitive Calculus<br>Business Analytics I  |  |
| <b>SKILLS</b>                 | Critical Thinking/Problem Solving, Communication, Dependable, Multitasking, Collaboration, Microsoft Office, Excel, PowerPoint, Word   |  |
| <b>WORK EXPERIENCE</b>        | Economic Policy Intern, Columbus, Ohio<br><i>Ohio House of Representatives</i>   | May – September 2020   |
|                               | <ul style="list-style-type: none"><li>• Collected and analyzed public voting data using SPSS statistical program and presented findings to legislators.</li><li>• Analyzed pre and past pandemic economic data and made recommendations for possible policy change.</li><li>• Monitored daily news to research global economy trends, finance concerns, and political involvement.</li><li>• Participated in one state conference and weekly legislative meetings related to pandemic economic impact.</li></ul> |  |
|                               | Finance Intern, Kent, Ohio<br><i>Finance 101 Office</i>  | August – December 2019   |
|                               | <ul style="list-style-type: none"><li>• Chair weekly drop-in finance advising sessions to approximately 3 clients per shift.</li><li>• Critique and provide feedback on financial portfolios.</li><li>• Organize portfolios to be picked up by clients, approximately 4 per shift.</li><li>• Administer basic office tasks such as answering phone calls and logging client information.</li><li>• Report weekly to my supervisor.</li></ul>   |  |
| <b>ACTIVITIES</b>             | <i>Member</i> , Sorority Delta Zeta<br><i>Member</i> , CHAARG  | October 2020– Present<br>August 2020-Present   |
| <b>HONORS</b>                 | Panera Bread Corporate Leadership Scholarship<br>Fred Astaire Dance Studios Scholarship<br>Big Dog-Little Dog Student Mentoring Scholarship<br>Dean’s List<br>President’s List   | March 2020<br>November 2019<br>May 2019<br>Fall 2019-Spring 2020<br>Fall 2019- Spring 2020 |

# Claire Sebastian

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34 Huntington Dr  
Leetonia, OH 46578  
(330) 765-5534  
[csebastian@yahoo.com](mailto:csebastian@yahoo.com)  
[LinkedIn.com/CSebastian](https://www.linkedin.com/CSebastian)

## Education

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|  |               |
|--|---------------|
| Kent State University                      | Kent, Oh      |
| <i>Bachelor of Business Administration</i> | December 2022 |
| Major: Entrepreneurship                    | GPA: 3.0      |

## Skills

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Computer Skills: Adobe Suite (Illustrator, InDesign, Photoshop) Microsoft Office, Microsoft Teams  
Social Media Marketing: Facebook Ad Manager, Google Analytics, Google My Business, Google AdWords  
Language: conversational fluency in Spanish; basic fluency in German

## Experience

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|  |                       |
|--|-----------------------|
| Young Entrepreneurs Across America Internship  | Summer 2021           |
| <ul style="list-style-type: none"><li>• Solely responsible for the planning, hiring, and managing student paint business.</li><li>• Responsible for doing bi-weekly payroll for employees and ensuring they receive compensation on time.</li><li>• Conducted daily business operations of a full time business manager.</li><li>• Handled marketing and advertisement for the entire summer operations.</li></ul> |                       |
| Bedford Trails Golf Course<br><i>Server</i>  | August 2017- May 2020 |
| <ul style="list-style-type: none"><li>• Provided excellent customer service to parties as large as 20 people per shift.</li><li>• Clean/bussed tables after guests left the restaurant.</li><li>• Ensured guests had an enjoyable experience while dining.</li><li>• Provided guidance on how to operate safely amid COVID-19 restrictions.</li></ul>  |                       |

## Activities and Awards

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|   |              |
|---|--------------|
| Center for Entrepreneurship & Business Innovation   | 2020-2021    |
| <ul style="list-style-type: none"><li>• Participated in CEBI Pitch competition; engaged in 3-month mentoring program; developed business plan; pitched robotic watering system.</li></ul> |              |
| Northeast Ohio Student Venture Fund Student Organization  | 2018-Present |
| Delta Sigma Pi Professional Business Fraternity   | 2019-Present |
| Female Entrepreneur Scholarship   | 2019         |
| Small Business Scholarship  | 2018         |

# Claire Miller

1617 Riverside Dr. Canfield, OH  
(330) 545-8876

[clairemiller@kent.edu](mailto:clairemiller@kent.edu)  
[LinkedIn.com/clairemiller](https://www.linkedin.com/in/clairemiller)

**Objective** Driven finance professional with strong financial planning analytical skills in search of a full time position as Actuary.

## Education

Kent State University- Kent, OH  
*Bachelor of Business Administration*  
Major: Finance; Minor: Economics

December 2021  
Overall GPA: 3.8  
Major GPA: 3.7

## Industry Experience

*Finance Intern* Wells Fargo Corporation- Canfield, OH

April 2020-August 2020

- Supported 6 full-time staff members in gathering and providing financial information for an average of 4 new clients weekly.
- Developed real time financial reports for 3 departments utilizing Xero accounting software, resulting in management making informed decisions.
- Demonstrated strong research skills by leading study on the impacts of COVID-19 on the financial market resulting in creation of new financial services.
- Participated in monthly staff training, increasing my productivity and proficiency.

## Additional Experience

*Server* Rockne's – Kent, OH

July 2017- Present

- Take food and drink orders, assist in preparation and deliver meals resulting in positive dining experience for up to 100 guests per shift.
- Cleared and cleaned dining areas creating a safe, clean, and enjoyable environment.
- Communicated efficiently between 6-8 other staff members to provide an excellent experience for our guests
- Demonstrate initiative by seating guests in absence of hostess, resulting in reduced wait time for guests.

## Skills

- Computer: MicroSoft Office Suite, Xero accounting software
- Verbal and written communication
- Statistical Analysis
- Fluent in Spanish

## Volunteer Experience

*Kent State University Financial Management Association*

October 2019 - present

- Provided leadership to programming committee

*Kent State University, Delta Sigma Pi*

September 2019 – present

- Assisted with recruiting professional speakers

*Kent State University Campus Kitchen*

September 2019 – present

- Volunteered with preparing food once a week

## Honors & Awards

- Finance Scholastic Scholarship Recipient

November 2019

## JEANINE GREEN

456 Jones Ave., Kent, OH 44242 • (330) 123-4567 • [jgreen@kent.edu](mailto:jgreen@kent.edu)

### OBJECTIVE

Self-starter student with initiative seeking position as human resource coordinator where I can use my attention to detail & problem-solving skills to recruit top talent and increase retention.

### EDUCATION

**Bachelor of Science, Human Resource Management** May 2020  
Kent State University, Kent, OH GPA: 3.86  
Significant coursework: Human Resource Management, Staffing Human Resources, Global Human Resource Management, Performance Management & Compensation Systems, Human Resource Analytics & ERP Systems

### RELEVANT EXPERIENCE

**Human Resources Intern**, Meijer Co, Sandusky, OH Aug. – Dec. 2019

- Demonstrated teamwork by assisting human resource manager with departmental needs.
- Supported completion of weekly payroll by reviewing 7 hourly employee submissions for accuracy
- Assisted with employee training by converting hard copy employee handbook to video format; distributed to 6 new employees.
- Converted new employee onboarding tracking system to electronic format using Microsoft Access

**Customer Service Assoc.** Buckeye Insurance Company, Canton, OH Jun. 2018 – Jun. 2019

- Collaborated with 8 colleagues to ensure client policy changes were processed in a timely manner.
- Processed average of 6 client inquiries daily and documented requested adjustments to insurance policies.
- Provided support when educating potential clients on insurance packages by gathering current industry facts and trends.

### ADDITIONAL WORK EXPERIENCE

**Retail Associate**, Target Co., Cuyahoga Falls, OH Jun. 2012 – Aug. 2017

### LEADERSHIP & VOLUNTEER EXPERIENCE

**Member**, Kent State University Career Services Student Advisory Council, Kent, OH. Aug. 2017 – May 2020

- Provided student voice for career related events to program planners.
- Served as President for 2019-2020 academic year.

**Community Advisor**, Kent State University, Kent, OH Oct. 2018 – May 2019

- Created inclusive environment to support academic & personal needs of 45 undergraduate students.
- Enforced university regulations, documented inappropriate activities for judicial reports.
- Received training in leadership & communication skills and crisis intervention.

**Volunteer**, Kent Center for the Homeless, Kent, OH Jun. – Aug. 2018

- Served meals to estimated 75 individuals during weekends and holidays.
- Mentor 23 elementary school children and teens by consistently serving as a role model & providing support with homework & personal issues.



# Zachary Wilson

4598 Whispering Pines Way  
Jackson, Mississippi 78965  
(216) 452-7766

[zwilson@yahoo.com](mailto:zwilson@yahoo.com) / [www.Linkedin.com/zacharywilson](http://www.Linkedin.com/zacharywilson)

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**Objective:** Performance driven student with strong verbal and written communication skills seeking a summer marketing internship.

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## Education:

Kent State University - Kent, OH  
Bachelor of Business Administration in Marketing  
Sales Certificate

Graduation Spring 2021  
3.5 GPA

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## Professional Experience:

Meijer Store Associate  
Stow, OH

January 2018- Present

- Stocked produce department shelves using inventory standards & protocol to ensure quality produce availability for customers.
- Processed cash, check and credit card payments at checkout registers for estimated 100 transactions per day
- Demonstrated strong conflict resolution skills by responding to phone calls and in-person complaints, resulting in settling 2-4 disputes daily.
- Created pleasant shopping experience by greeting guests upon entrance to the establishment.

Sherwin Williams Marketing Intern  
Cuyahoga Falls, OH

May 2020- August 2020

- Managed entire social media campaign using Twitter, Facebook, Instagram, and LinkedIn to market Sherwin Williams Cuyahoga.
  - Strengthened Sherwin Williams social media strategy by conducting weekly recap presentations of customer complaints.
  - Oversaw daily marketing operations of the store to create stronger marketing messages.
  - Conducted research project on most successful marketing strategies used by Sherwin Williams Cuyahoga.
- 

## Activities and Awards:

- American Marketing Association
- AMA Student Scholarship Recipient
- Delta Sigma Pi Professional Business Fraternity

September 2017- Present  
April 2018  
August 2019- Present

# Student A

Kent, OH • (716 ) 555-5555 • studentA@kent.edu • www.linkedin.com/studentA

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## EDUCATION

KENT STATE UNIVERSITY, Kent, Ohio

**Master of Business Administration**

June 2022

- Concentrations: **Finance**

GPA: 3.76

YOUNGSTOWN STATE UNIVERSITY

**Bachelor of Engineering, Electrical Engineering**

May 2019

- Minor: **Business**

GPA: 3.97

## EXPERIENCE

INNOVATIVE INFORMATION SYSTEMS, INC.

Amherst, OH

**Financial Intern - Project Lead**

May 2020–Aug. 2020

- Led a three member team and researched Employee Stock Ownership Plan (ESOP)
- Analyzed potential participants, financial performance data and trends.
- Designed a flexible data model to determine the repurchase obligation and help company avoid bankruptcy.
- Presented findings to a panel of experts, senior executives and CFO.

UNITED TECHNICAL ASSOCIATES

Cleveland, OH

**Associate**

Jul. 2018–Jun. 2019

- Collaborated closely with operations, cost estimating, business development and integrated product team to provide financial, logistical and technical support.
- Analyzed general ledger accounts and balance sheet and assisted with budget development for CFO.
- Handled visits of VIP clients which added revenue to the bottom line.
- Achieved “**exceptional performer**” in all years of service and was nominated for commendation from CEO.

SCOPE AERONAUTICS LIMITED

Cleveland, OH

**Software Engineer**

Jan.2017–Jul. 2018

- Solved performance bottlenecks for large amounts of data, improved output considerably.
- Interacted with onsite coordinator and business analysts to provide acceptance testing and support.
- Conducted training on optimizing database applications across the company which improved productivity.
- Mentored trainee software engineers on projects and technology.

## PROJECT EXPERIENCE

**Health Team, YSU College of Business Champions Program**

Aug. 2019–Dec. 2019

- Integral member in team project to analyze internal communication patterns within regional health provider.
- Audited internal communication patterns by conducting employee surveys to measure effectiveness of patterns.
- Provided implementable recommendations to improve communication within the organization.

## SKILLS

- Advanced Excel – Data/Financial modeling, R, Python, SQL, C++, EViews, DB2, Microsoft Office (Excel, PowerPoint, Access, and Word)

## CERTIFICATION

- IMB Certified Database Associate

# RACHEL STUDENT

Kent, Ohio | 330-904-2737

rstudent@kent.edu | www.linkedin.com/rachelstudent

## Education

*Master of Business Administration*

**Kent State University; Kent, OH**

Fall 2022 | GPA: 3.92

*Bachelor of Science: Fashion Merchandising*

**Kent State University; Kent, OH**

May 2020 | GPA: 3.85

Minors: Fashion Media & Marketing

Study Abroad Experiences:

- Florence, Italy: Fall 2018
- Los Angeles Study Tour: Summer 2018

## Honors

Graduated Magna Cum Laude

President's List: Spring 2019 - Spring 2020

Dean's List: Spring 2017 - Fall 2018

## Campus Activities

*Dresser - Annual Fashion Show*

**April 2017; April 2018; April 2019**

- Assisted models with quick garment changes during shows.

*Event Planner - Her Campus*

**August 2019 - May 2020**

- Participated in hosting and planning events for the student organization.

*Member - Fashion Student Organization*

**January 2017 - August 2020**

- Sold tickets for various fashion shows hosted by FSO.

## Skills

- Analytics, Branding, Marketing, Retail Math, Trend Research
- Microsoft Suite, Adobe Audition, Illustrator, Photoshop, and Premiere Customer Service, Leadership, Public Speaking

## Experience

*Merchandise Associate*

Marshalls: June 2020 - Present

- Stock and organize merchandise with accuracy and efficiency
- Maintain attractive and pleasing merchandise displays with strategic placements of product that encourage purchases.
- Knowledgeable in all departments with a focus on the shoe department.
- Assist an average of 30 customers a shift in finding or selecting items resulting in an increase of sales.
- Operate cash register with efficiency while providing a friendly customer service experience.
- 

*Circulation Student Supervisor*

Kent State University Libraries: August 2016 - May 2020

- Started as a student assistant after 1.5 years was promoted to student supervisor.
- Cross-trained circulation assistants on program usage and customer service.
- Utilized problem solving skills to help around 50+ patrons.
- Implemented multi-tasking skills by handling both in person and phone interactions with patrons.
- Responsible for opening and closing the operations of a 12-story building.

*Intern*

Give Gifted: September 2019 - October 2019

- Researched potential partnership ideas for Give Gifted Investigated products that fit a desired gift basket theme.

*Marketing Intern*

V House of Style: May 2019 - August 2019

- Curated social media and branding content Acted as a liaison for the company.
- Assisted in sale transactions at local community events Collaborated at team meetings by visually presenting ideas on PowerPoint - ideas shared focused on how to increase social media engagement and trend research.
- Planned a fashion event that consisted of a fashion show, pop-up boutique, and vendors.

*Activities Leader*

Fashion Summer Academy: June 2018

- Led and managed activities for 20+ high school students