

## **SAMPLE RESUME**

### **STANLEY SMITH**

**SMS0123@rit.edu**

*School Address:*

21 Andrews Memorial Drive  
Rochester NY 14623  
(585) 475-1234

*Home Address:*

246 Bridge Street  
Albany NY 12222  
(518) 863-1234

**OBJECTIVE:**

To obtain an internship position in the capacity of \_\_\_\_\_ within the field of Criminal Justice. Available June - August 20xx.

**EDUCATION**

ROCHESTER INSTITUTE OF TECHNOLOGY, Rochester, NY  
Bachelor of Science in Criminal Justice, expected May 20xx  
G.P.A.: 3.3/4.0

**Relevant Coursework:** Criminal Law, Law Enforcement in Society, Criminology, Corrections, Public Administration, Photo Forensics.

**Honors:** RIT Presidential Scholarship, Dean's List all quarters

**COMPUTER SKILLS**

Lotus 123	IBM/DOS	MS Windows
MS Word	Macintosh	MS Excel

**RELATED  
EXPERIENCE**

6/08-8/08

MONROE COUNTY DISTRICT ATTORNEY'S OFFICE Rochester, NY  
Assisted in the screening of defendants for the Educational Outreach Program.  
Made follow-ups on defendants by means of letter requests to schools.  
Participated in the counseling of defendants with supervisory guidance.

9/07-12/07

CANANDAIGUA CITY POLICE TRUANCY TEAM Canandaigua, NY  
Reported outcome of telephone contacts with parents and schools. Advised on possible behavior difficulties, counseled youths on behavior adjustments.  
Referred parents to guidance assistance.

**OTHER  
EXPERIENCE**

6/07-9/07

XYZ GENERAL CONTRACTORS Albany, NY  
General labor including dry wall, carpentry and landscape work.

**ACTIVITIES**

College Union Board, Genesee Region Security and Crime Prevention Association, Rochester Police Department PAC-TAC Volunteer, Intramural Volleyball

**REFERENCES**

Available upon request.

**Student Name**  
E-mail: Address

**School Address:**  
39 Nathaniel Rochester Hall  
Rochester, NY 14623  
Cell Phone Number

**Home Address:**  
111 Homestead Drive  
Rochester ,NY 05733  
Home phone

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**OBJECTIVE** To obtain a internship/co-op position in the field of Psychology. Available summer 2007

**EDUCATION:** **Rochester Institute of Technology, Rochester, NY**  
Bachelor of Science in Psychology May 2XXX  
Current Cumulative GPA: 4.000  
Minor: Spanish Language

**COMPUTER SKILLS:** Microsoft Office: Word, PowerPoint, Excel

**WORK EXPERIENCE:**

**College of Liberal Arts – Rochester, NY**  
*Peer Mentor for Department of Psychology* August 2004 – Present  
Help freshmen adjust to college life and provide academic resources  
Meet with mentee on a regular basis to assess their academic and personal well-being

**Honors Orientation – RIT**  
*Orientation Assistant* August 2004  
Guided groups of Honors freshmen in team building activities

**VOLUNTEER EXPERIENCE:**

**First Year Enrichment Program – RIT**  
*Classroom Mentor* August 2006 – January 2007  
Participated in a First Year Enrichment class, serving as a role model to freshmen students and sharing personal and practical college experiences

**Chili Recreation Center, NY**  
*Tutor* August 2005 – Present  
Provide volunteer tutoring services for elementary level children

**Baptist Campus Ministries – RIT**  
*Women's Bible Study Leader* August 2006 – Present  
Plan and coordinate Bible study and guided group discussion for a small group of college women

**AWARDS RECEIVED:**

College of Liberal Arts Dean's List (Fall, Winter, and Spring Quarters 2005-2006)  
College of Liberal Arts Dean's List (Fall and Winter Quarter 2006-2007)

**References available upon request**

Name

◆ Address ◆ City and State ◆ Phone ◆ E-mail

**OBJECTIVE:** To obtain a summer co-op position in the field of Advertising or Public Relations.  
Available 6/08 to 9/08.

**EDUCATION:** **Rochester Institute of Technology (RIT)**, Rochester, NY  
*Bachelor of Science in Advertising and Public Relations*, Expected 2/08  
Minor: Economics; Professional Core: Business Administration

**Relevant Courses:**

~ Public Relations ~ Written Argument ~ Persuasion ~ Organizational Behavior  
~ Marketing ~ Professional Writing ~ Data Analysis ~ Intercultural Communication

**Honors:** Honors Program, Nathaniel Rochester Society Scholarship

**Cumulative GPA:** 3.50, **Dean's List:** 2007

**SKILLS:** Writing styles—The Associated Press, Chicago Manual, APA, MLA  
Computer—PC and Macintosh platforms, Photoshop, HTML, Excel, Outlook, PowerPoint, Word

**WORK EXPERIENCE:**

The Patriot-News Harrisburg, PA 9/05-8/05

***City News Intern Reporter***

- Wrote 44 stories—six of which hit front page
- Covered sensitive hard news—domestic homicide, fraternal child molestation, slain city-born boxer, teacher heading off to serve in Iraq, robbery string, arson fire
- Maintained positive relations with state governor's office, legislators, police and fire, as well as businesses, hospitals, residents

RIT Counseling Center Rochester, NY 9/06-6/07

***Front Office Assistant***

- Answered telephone calls, assisted counselors and Director, greeted clients, worked with confidential information

United Parcel Service Rochester, NY 8/05-11/05

***Parcel Handler***

- Unloaded trailers, classifying/labeling small and bulk packages, re-labeling of small sort returns

**MEMBERSHIPS AND ACTIVITIES:**

President, Lambda Pi Eta—Inducted 4/06

Golden Key International Honor Society

American Marketing Association, RIT chapter

**References Furnished on Request**

## SAMPLE RESUME

### JOHN A. SMITH

57 Memorial Drive ♦ Rochester, NY 14623 ♦ (585) 475-2301 ♦ E-Mail: JAS1234@rit.edu

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**OBJECTIVE:** To obtain a full-time position in Market Research and Product Development

**EDUCATION:** **Rochester Institute of Technology**, Rochester NY  
*Professional and Technical Communications*, Expected May 2004  
Concentration: Public Relations/Marketing  
Dean's List: 2000 - 2001  
GPA: 3.67  
Honor: Transfer Scholarship Recipient

**Kent State University**, Kent OH  
Liberal Arts Studies, 1998 - 1999

### EXPERIENCE

The Latino National Newspaper

**Intern Writer**

- Write articles for *Life*, a supplement of *The Latino*
- Proofread and edit articles
- Create page layouts

Sample, OH

June 2003 - August 2003

Bausch & Lomb

**Communications co-op**

- Write content for B&L's Global Project Newsletter
- Design and edit B&L's Global Project website
- Design training course materials
- Compose high level communications for the Global Project
- Assist in design of employee incentive program

Rochester, NY

March 2003 – June 2003

RIT, Liberal Smarts Newsletter

**Staff Writer**

- Write articles for College of Liberal Arts newsletter
- Research current events on campus

Rochester, NY

October 2002 - Present

Wal-Mart Superstores

**Sales Associate**

- Customer relations, sales and promotions
- Public announcements or daily advertise products
- Design and implement sales ideas

Rochester, NY

June 2002 – September 2002

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# Undergraduate Resume

Name

Email Address

Phone Number

## Local Address

Nathaniel Rochester Hall  
Rochester NY, 14623

## Permanent Address

46 School Lane  
Rochester, NY 10002

## Objective

To obtain a position to utilizing leadership, community development, team building and administration skills fostering a career within the social justice field.

## Education

**Rochester Institute of Technology** Rochester, NY  
Bachelor in Science Degree in Public Policy Expected May xxxx  
Minor Spanish  
**GPA: 3.33 / 4.0**  
Dean's List xxxx

## Languages

Fluent in Spanish, Italian and beginning Chinese (Mandarin dialect)

## Course work

Foundations of Public Policy	Policy Analysis I
Policy Analysis	Intro to Quality Policy Analysis
Intro to Data Analysis	Prin. of Economics I and II

## Computer Skills

Windows operating system, IBM, MAC, and UNIX proficiency  
MS Word, MS Excel, MS PowerPoint, Minitab, Stella

## Work Experiences

**People for the American Way Foundation** Washington, DC  
*Public Policy Intern* Summer xxxx

- Provided administrative support for the department
- Attended hearing, briefings, press conferences and coalition meeting
- Maintained daily operations of the department

**The National Academies** Washington DC  
*Christine Mirzayan Science & Technology Policy Internship* Fall xxxx

- Worked jointly on National Materials Advisory Board & the Manufacturing & Engineering Design group
- Authored policy summaries for committee meetings, compiled survey results, conducted literature reviews, and assisted in the planning and execution of meetings and workshops
- Organized a seminar on outsourcing the National Parks Service

## Activities

RIT student Government President-xxxx-xxxx  
Asian Cultural Society - Vice President-President  
Alpha Mu Lambda Sorority Inc.- President xxxx  
Diversity Facilitator, Student Government xxxx-xxxx



Name  
Address • Rochester, NY 14623 • (585) Phone number • xyz@gmail.com

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## OBJECTIVE

To obtain a full time position utilizing economics and finance knowledge and capabilities.

## SUMMARY OF QUALIFICATIONS

- Strong research and analytical skills  
- Mastery of English, Spanish and French.  
Ease to change and ability to adapt

- Creativity and initiative  
- Ability to work in teams or independently

## EDUCATION

ROCHESTER INSTITUTE OF TECHNOLOGY  
Bachelor of Science in Economics  
Minor: German

Rochester, NY  
Expected Graduation: May, 20xx Professional  
GPA: 3.6/4

SYRACUSE UNIVERSITY  
Study abroad program at Institut Européen d'Etudes Commerciales Supérieures

Strasbourg, France  
January-June 2004

## SKILLS

**Languages:** Fluent in Spanish, English and French. Intermediate German  
**Computer:** MS Word, MS Power Point, MS Excel, MS Access, Minitab, SAS, Visual Basic.Net/GUI design.

## RELEVANT COURSEWORK

Benefit & Cost Analysis  
Applied Econometrics

International Trade and Finance  
Financial & Managerial Accounting

Economic Forecasting  
Corporate Finance

## EMPLOYMENT

**COUNCIL OF EUROPE INTERNSHIP**  
Directorate General IV: Education, Culture and Heritage

Strasbourg, FRANCE  
January –June 20xx

- Research on topics related to Human Rights, European Culture and Heritage  
- Prepared draft reports and studies for meetings of experts in the Council's Parliamentary Assembly  
- Translated official documents into Spanish, French, and English

**ROCHESTER INSTITUTE OF TECHNOLOGY**  
International Student Services  
Peer advisor leader- assist with the transition of international students to the RIT community

Rochester, NY  
August 20xx – current

TRIO Student Support Services  
Tutor for Economics, Finance and Spanish courses

September 20xx- current

NTID Liberal Arts Department  
Note taker for deaf students

December 20xx - current

English Language Center  
Translated official documents from English to Spanish and vice-versa

May – July 20xx

## HONORS AND ACTIVITIES

Honors Program at the Rochester Institute of Technology  
Fulbright Scholar in RIT: representative of Peru  
International House Treasurer - RIT  
Latin American Student Association Treasurer

March 20xx – current  
August 20xx - current  
September 20xx- March 20xx  
September 20xx- May 20xx

# NAME

Address, Phone number, email address

**OBJECTIVE:** To obtain a full time position within the Environmental Protection Agency in the capacity of \_\_\_\_.

**PROFILE:** Excellent research abilities with detailed and focused analytical skills; superior presentation and communication skills; ability to interact with teams efficiently and effectively; in-depth knowledge of regression analysis, time series analysis, statistics, and policy research. Additional skills include: Proficiency in Microsoft Office (Word, Excel, PowerPoint, Project, Outlook), Stella Modeling, Crystal Ball, Expert Choice, Linear Programming, Matlab, Database Search Engines, and Procite.

## EDUCATION:

**Rochester Institute of Technology, Rochester NY**

Masters of Science in Public Policy – Environmental Policy Concentration, Anticipated Graduation May 20xx

**Buffalo State College, Buffalo NY May 20xx**

Bachelors of Science in Physics, GPA: 3.79/4.0 Honors

Semester Abroad in London, England Fall 20xx

University of Queensland Semester Abroad in Australia Spring 20xx

## RELATED WORK EXPERIENCE:

**National Center for Remanufacturing and Resource Recovery, RIT**

Graduate Student Policy Research Assistant (Summer 20xx -Present)

- Collected and analyzed government data to assess regional, state and national trends in the manufacturing industry
- Compiled environmental compliance guidelines as part of a remanufacturing toolset
- Conducted life-cycle analysis to determine the environmental benefits of remanufacturing office furniture

**The National Academies, Washington DC**

Christine Mirzayan Science & Technology Policy Internship (Fall 20xx)

- Worked jointly on National Materials Advisory Board & the Manufacturing and Engineering Design
- Authored policy summaries for committee meetings, compiled survey results, conducted literature reviews, and assisted in the planning and execution of meetings and workshops
- Organized a seminar on outsourcing the National Parks Service

## SCIENTIFIC RESEARCH:

**Senior Thesis at BSC “Bringing Schrödinger’s Cat to Life” (Winter-Spring 20xx)**

- A theoretical study of quantum mechanics and the possibility of superposition states in the macroscopic world

**National Institute of Standards and Technology**

Materials Science Division Intern (Summer 20xx)

- Researched the crystallographic orientation of surface facets of alumina using high resolution microscopy, and analyzed data using Excel and modeling software. Presented findings in a formal presentation

## FIELDWORK:

**Archeological Fieldwork** Androscoggin River, ME (Spring 20xx)

- Surveyed, excavated, analyzed and classified artifacts at a prehistoric site

## TEAM AND LEADERSHIP ACHIEVEMENTS:

**L.A. Marathon 20xx Participant**

- Fundraised for the Leukemia and Lymphoma Society as a member of Team in Training

**Bauchus and Gamma National Peer Education Conference** Bates College Representative (20xx)

- Participated in a variety of workshops which demonstrated methods in which to educate peers concerning alcohol, drugs, sexual violence, and body image

**Name**  
Address  
Phone Number  
Email address

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**SUMMARY OF QUALIFICATIONS:**

Accomplished, creative and dynamic leader with over 20 years of experience managing sales and marketing efforts for diverse companies and industries. Consistently developed strong business relationships with Fortune 500 companies. Skilled professional with success developing various marketing and promotional programs. Excellent computer skills and proficiency with numerous programs.

**COMPUTER SKILLS:**

Microsoft Access, Excel, Internet Explorer, Outlook, PowerPoint, Project, Publisher, Word and Visio  
Epicor including Clientele (CRM), eBackOffice (A/P & A/R), eWarehouse, and System Manager  
ACT!, Auctionworks, Bid4Assets, BillPoint, eBay, OpenOffice, Palm OS, and PayPal.

**EDUCATION:**

Bachelor of Science, Business Marketing    Rochester, NY  
Rochester Institute of Technology

**PROFESSIONAL HIGHLIGHTS:**

ACCOUNT MANAGEMENT

- Veteran account manager possessing expertise with c-level relationships, negotiation and managing staff.
- Successfully developed numerous large and challenging accounts including Bausch & Lomb, Boston Market, Bruegger's, Corning Glass, Eastman Kodak, Fisons Pharmaceuticals, Frontier Communications, GE Capital, Gleason Works, Martin Marietta, School Specialty, Sharp Electronics, Starbucks, Thomson Publishing and West Group.

MARKETING

- Expert in three-dimensional marketing with over 15 years in the exhibit and trade show industry.
- Directed multimedia campaign for new product launch, including print, website and telemarketing.
- Managed product and service launch and established new national and international markets.

SALES MANAGEMENT

- Over twenty years of sales experience in diverse products, services, markets and regions.
- Held management responsibility for over 40 employees, 5 locations and divisions P&L.
- Routinely called upon to land major accounts including Eastman Kodak, Sharp Electronics and Xerox.

BUSINESS DEVELOPMENT

- Developed and managed flagship TQM program to secure Fortune 100 clients.
- Instituted and managed innovative business venture capitalizing on company's core competency.
- Launched pioneer division and established new national and Canadian markets.

**EMPLOYMENT HISTORY:**

Senior Account Manager	Company Confidential, Rochester, NY	20xx – Present
Director, Business Development	Custom Installations, Rochester, NY	20xx – 20xx
Director, Client Operations	Marketing Advantage, Bethesda, MD	2000 – 2002
Director, Exhibits Division	Hoffend Xposition, Rochester, NY	1998 – 2000
National Account Manager	Ontario Design, Victor, NY	1993 – 1998