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NAME

Address

Phone

Email

OBJECTIVE (optional)

Your objective statement should be brief and tailored to the position you are applying for. It can also briefly highlight the skills you can offer the organization.

EDUCATION

Institution Name, City, State

Degree Title and Major(s)/Minor(s)

Graduation Date

Cumulative/Major GPA: ??/4.0

(Month, Year)

Academic Honors: List any honors

Related Coursework: List any courses that highlight unique skills or knowledge

Previous Institution Name, City, State (if applicable)

Degree

Date

RELATED EXPERIENCE

Job Title

Date(s)

Organization, City, State

- Describe responsibilities and skills obtained in order of importance
- Start each bullet point with an action verb, then add skills and abilities developed while performing the task

Job Title

Date(s)

Organization, City, State

- Quantify experiences when possible
- Focus on key skills and qualifications highlighted in a job description and match your bullet points to those listed

OTHER HEADINGS (additional experiences categorized into appropriate sections)

Job Title/Position

Date(s)

Organization, City, State

- Continue listing appropriate bullet points for experiences and skills gained

COMMUNITY SERVICE

Organization, City, State

Date(s)

CERTIFICATIONS AND PROFESSIONAL MEMBERSHIPS

Certification/Professional Association, Organization, City, State

Date(s)

SKILLS

Proficient/knowledgeable in ____

Experience working with ____

(Use margin/font size adjustments, spacing, and headings to get your resume to one full page if possible. For extensive career/ relevant experiences more than one page is acceptable. Margins between .5" and 1". Font size between 10-12 point, except for the header and section headings which can be slightly larger font as needed.)

John Smith

123 N Main Street, Oak Lawn, IL 61701
(309) 123-4567
jsmith@email.com

EDUCATION

Bachelor of Arts in Community and Human Services
Lincoln College, Lincoln, IL
Minor: Diversity Studies
GPA: 3.8

Anticipated May 20xx

LICENSES/CERTIFICATIONS

CPR/First Aid

July 20xx

INTERNSHIP EXPERIENCE

Communications Intern

May-August 20xx

- XYZ Socialization Services, Oak Lawn, IL
 - Researched, wrote and posted content for agency's social media outlets
 - Maintained and updated social media archives
 - Wrote articles for agency website
 - Creating window displays to communicate agency's messaging

RELATED WORK EXPERIENCE

Personal Care Attendant

September 20xx - Present

- Youthworks, Chicago, IL
 - Assisted clients with all aspects of home living including cleaning, cooking, errands and other tasks
 - Engaged clients in various activities including reading, crafts and exercise

OTHER EXPERIENCE

Youth Coach and Mentor

August 20xx - Present

- Chicago Park District, Chicago, IL

Fitness Instructor

June 20xx - August 20xx

- YMCA, Oak Lawn, IL

PROFESSIONAL DEVELOPMENT

National Council Against Violence of Women and Children, State Conference Participant
Bismarck-Mandan Drug-Alcohol Summit Participant
Attended Grant Writing for Dummies seminar

ACTIVITIES/ORGANIZATIONS

Community and Human Services Club - elected President

20xx - 20xx

- Organized campus fundraising initiative that raised \$2,000

SPURS (Community Service Organization)

20xx - 20xx

- Performed nearly 100 hours of campus and local service

Peer Mentor/Ambassador

20xx - 20xx

Meals on Wheels Volunteer

20xx - 20xx

REFERENCES

Available upon request

Buddy L. Jazzman

1234 Armstrong Drive
Chicago, IL 60607
312.123.4567
bjazzman@email.com

Objective

A position that would enable me to use my strong organizational, administrative, communicative and musical abilities to help a music-related organization achieve its goals.

Education

Lincoln College, Lincoln, IL May 20xx
Bachelor of Arts in Jazz Studies
Minor in Diversity Studies

Work Experience

Lincoln College Residential Life, Lincoln College Lincoln, IL July 20xx – present
Resident Assistant

- Serve as student advocate and liaison between student body, administration, and support staff.
- Provide role model and enforce all College and Residential Life policies
- Counsel and provide resources to assist students with academic, personal, and social concerns
- Design and implement an annual plan for social, wellness, intellectual/academic, service, and human awareness/diversity programs.
- Maintain confidentiality, communication, consistency, and chain of command

Fine Arts Department Office, Lincoln College Lincoln, IL August 20xx – Present
Office Assistant

- Maintenance and repair of music texts and resources.
- Organize and acquire rental materials as needed for school ensembles.
- Assist in functioning and overall operation of Jazz Ensemble

Electric Avenue Studios, Chicago, IL May 20xx – Present
Private Studio Teacher

- Studio instruction of beginning and intermediate level drum students 11 to 18 years of age.

Performance Experience

- Lincoln College Jazz Ensemble October 20xx - Present
- ChicagoLand Youth Jazz Band December 20xx – July 20xx
- Peart Community Jazz Ensemble May 20xx – Present
- Hancock Jazz Experience June 20xx – April 20xx

Activities and Campus Involvement

Lincoln College, Lincoln IL

- Lambda Chi Mu, Lincoln College, Secretary August 20xx – Present
- Black Student Union, Lincoln College, Vice President August 20xx – Present

References

Available upon request

Louise Lynx

123 Lincoln College Drive • Normal, IL 61761 • 309-555-5555 • llynx@email.com

OBJECTIVE

To obtain a position in a customer service environment that utilizes knowledge and skills in communications and technology with a focus on tourism.

EDUCATION

Lincoln College, Normal IL

Bachelor of Arts in Liberal Arts

May 20xx

Cumulative GPA: 3.4/4.0

Academic Honors: Dean's List, Fall 20xx and Spring xx

Related Coursework: Communication Theory, Presentation Design, Professional Writing,
Cultural Geography, Issues in Information Technology

Lincoln College, Lincoln, IL

Associate in Arts

May 20xx

RELATED EXPERIENCE

Uptown Normal Events Volunteer

May 20xx-Present

Town of Normal, Normal IL

- Assist supervisor with event communications on multiple social media platforms and town website
- Represent Uptown Normal to general public at events and festivals held in Uptown area
- Conduct tours of Uptown area for visiting dignitaries and tourism groups
- Serve as official liaison to entertainment groups performing at Uptown venues

External Communications Internship

June 20xx – January 20xx

Disney Parks and Resorts, Lake Buena Vista, FL

- Researched, developed and published compelling stories regarding company employees to the Disney public affairs website and Facebook page
- Filmed, edited and produced two videos that enhanced the Disney brand with a focus on entertainment, innovation, technology, and the company being an employer of choice
- Assisted with media tracking and reporting for the Public Affairs office

WORK EXPERIENCE

Sales Representative

April 20xx-Present

Read's Sporting Goods, Normal IL

- Train new employees in day-to-day operations and providing quality service
- Complete store opening and closing procedures
- Contribute to increase customer sales through extensive product knowledge

COMMUNITY SERVICE

YWCA Volunteer, Normal IL

January 20xx-Present

CERTIFICATIONS AND PROFESSIONAL MEMBERSHIPS

CPR and First Aid Certification, American Red Cross, Normal IL

July 20xx-Present

Andrew V. Student

300 S Main St | Ottawa, IL 61361 | 815.555.5555 | andrewv@email.com

Objective

To obtain employment which utilizes my leadership, customer service, computer and creative skills to help drive an organization toward its goals

Education

Bachelor of Arts in Organizational Leadership

May 20xx

Lincoln College

Relevant Coursework

- Principles of Management
- Values and Choices
- Organizational Behavior and Theory
- Organizational Leadership
- Workforce Diversity
- Human Resources Management
- Foundations of Leadership
- Studies in Leadership
- Conflict Management
- Strategic Organizational Development

Associate of Arts

May 20xx

Illinois Valley Community College

Work Experience

ABC Restaurant, LaSalle, IL

November 20xx-Present

Kitchen Staff

- Prepare meals for in-store sales and caterings
- Maintain a clean and safe work environment
- Take orders for caterings, deliveries, and pick-ups over the phone

XYZ Catering, Peru, IL

September 20xx-October 20xx

Event Staffer/Food Preparer

- Prepare meals for small and large scale events and caterings
- Assist with set ups and food prep on-site for catering events
- Provide excellent customer service as part of on-site catering and serving staff

Candlelight Inn, Rock Falls, IL

July 20xx-April 20xx

Server

- Served customers by taking very specific orders for food and drink to accentuate their fine dining experience
- Proactively collaborated with management to create the best fine dining atmosphere possible
- Initiated and executing concepts for decorating and restaurant arrangement and ambiance

A Plus Cleaning Services, Moline, IL

January 20xx-December 20xx

Owner/Operator

- Successfully started and maintained own business
- Grew client list by 30% over projections during tenure
- Performed all office work required for small business operations

Quality Inn & Resort, Bettendorf, IA
Housekeeping Supervisor/Maintenance/Night Auditor

July 20xx-February 20xx

- Inspected rooms for quality control
- Supervised housekeepers, keeping them on schedule to ensure timely service and customer satisfaction
- Repaired minor computer, electrical and mechanical problems
- Performed the night audit for all business conducted each day
- Patrolled floors for customer safety and security

United States Army
Rifleman – 101st Airborne Division

January 20xx–December 20xx

- Gained vast knowledge on how to become an effective leader by first learning how to follow
- Learned the importance of a team and gained an appreciation for the significance of loyalty
- Developed fundamentals instrumental to surpassing peers; received recognition from superiors
- Selected as platoon honor graduate by drill sergeants in basic training

Honors and Activities

- Alpha Sigma Lambda National Honor Society
- Phi Theta Kappa
- Military Related
 - Afghanistan Campaign Medal, Overseas Ribbon, Army Achievement Medal, Army Commendation Medal, Good Conduct Medal, Joint Meritorious Unit Award, Expert Infantryman Badge, Combat Infantryman Badge, Expert Marksman Badge

References

- Available upon request

Sally M. Woodward

1971 Washington Road • Flossmoor, IL 60422 • 708.555.5555 • swoodward@email.com

Career Objective

To join an organization where strong creativity and communication skills across multiple mediums are utilized to deliver excellent performance and achieve the organization's goals

Summary of Skills and Qualifications

- Extensive studio production experience
- Highly proficient on social media platforms
- Excellent knowledge of media broadcasting
- Proficient with MS Office
- Good knowledge of SEO processes
- Excellent communication skills

Relevant Coursework

- Principles of Broadcast Announcing
- Interactive Media
- Radio Performance
- Electronic Media Writing
- Radio Production/Copyrighting
- Electronic Journalism
- Audio/Video Production
- Television: On Camera Performance
- Television: Field/Post Production/Editing
- Electronic Media Programming

Education

Bachelor of Arts in Radio, Television, and New Media
Lincoln College, Lincoln, IL

May 20xx

Work and Internship Experience:

Production Director

August 20xx - Present

WLNK-FM, Lincoln College, Lincoln, IL

- Supervise a team of four student production staff members
- Provide direction and creative input to shape on air marketing and imaging of station
- Produce recorded promotional/public service announcements and other pre-recorded material
- Represent the Radio, TV and New Media department to prospective students and outside agencies

Student Announcer and Production Assistant

August 20xx – May 20xx

WLNK-FM, Lincoln College, Lincoln, IL

- Served as on air personality for multiple weekly shifts
- Assisted with production of promotional/public service announcements and other pre-recorded material

Production Director

August 20xx – June 20xx

WHFH-FM, Homewood-Flossmoor High School, Flossmoor IL

- Created and produced messaging and content to raise awareness of the station in the local community
- Produced recorded promotional/public service announcements and other pre-recorded material

Achievements:

- Production Director of the Year – Intercollegiate Broadcasting System Media Conference March 20xx
- College Radio Spot Contest – First Place, NextRadio Awards October 20xx
- Award of Distinction - "Best Community Service PSA," Communicator Awards June 20xx

References

Available upon request

Abraham L. Actor

1865 College Avenue • Lincoln, IL 62656 • 217.555.5555 • alactor@email.com

PROFESSIONAL SUMMARY

- Five years of experience in front-of-house theatre operations
- Extensive experience working with the public in large and small venues
- Committed to cooperative teamwork in order to accomplish successful events
- Dependable and conscientious with ability to thrive with minimal supervision

EDUCATION

Lincoln College

Bachelor of Arts in Theater

Minor: Business Management

Cumulative GPA: 3.7/4.0

Lincoln, Illinois

May 20xx

THEATRE EXPERIENCE

Johnston Center Theater at Lincoln College

Lincoln, Illinois

Set Production and Box Office Representative

20xx - Present

- Handle daily and advanced ticket sales for all events in theater spaces
- Generate ticket sales reports and compile attendance figures for department chair
- Assist in set design and construction for college and community theater programs

Blue Man Group Chicago

Chicago, Illinois

Ticket Sales Representative

20xx - Present

- Complete telephone and walk-up ticket sales using client relation skills
- Work directly with customers at will call window just before show time
- Resolve discrepancies between patrons and ticket suppliers efficiently and professionally
- Collaborate with upper management on ways to run more efficiently while cutting costs

Gateway Productions/St Louis Riverbend Theatre

St Louis, Missouri

Production Assistant Internship

20xx – 20xx

- Tended to immediate needs of artists
- Helped prepare for each tour by creating checklists and compiling necessary items
- Aided well-known acts such as Dave Matthews Band and Willie Nelson
- Executed stage preparation for large casts including Beauty and the Beast (national tour)

ORGANIZATIONS & ACTIVITIES

Student Activities Board, Lincoln College

August 20xx - Present

Homecoming Committee

- Lead, encourage, and motivate volunteers and paid staff to create an inviting environment
- Coordinate with Student Services staff on all logistics of preplanning, set up, and execution of homecoming events

Lincoln College Fine Arts Association (LCFAA)

January 20xx - Present

Vice President

- Provide leadership and strategic direction to newly created student organization with assistance from faculty mentors
- Promote events targeted toward individuals from the Fine Arts disciplines at the College

Leslie T. Lynx

100 E. University, Champaign, IL 61820 • (217) 555.5555 • Itlynx@email.com

Profile: Experience in all aspects of digital media including computer-generated imagery, graphics applications, and interactive media. Strong leadership, collaborative, creative, and organization skills. Motivated professional who maintained half-time employment while graduating early from each degree program.

Education: **Lincoln College**, Normal, IL
Bachelor of Applied Management in Entrepreneurship December 20xx
GPA: 3.80/4.0

Parkland College, Champaign IL
Associate of Applied Science in Digital Media May 20xx

Relevant Experience: **Interactive Media Manager**, ABC Digital Services Agency, Champaign, IL 20xx-Present

- Create and maintain agency website including editing and updating copy and code, creating landing page, email templates, display ads, and agency blog
- Assist with creative asset design and visual branding including creating and maintaining traditional and digital media including advertisements, brochures, promotion displays and presentation pieces
- Creatively translate marketing communication strategies into clear and compelling online development and graphic design solutions in traditional and digital mediums
- Establish and maintain a trusted relationship with program staff, presenting ideas and rationales and being a partner in design best practice
- Work with the marketing team, outside vendors, and internal clients such as graphic artists, printers and program personnel regarding marketing requests and programs

Website and Interactive Media Intern, WLCN-TV, Normal IL May 20xx – August 20xx

- Coordinated and uploaded new text, image and media content to the WLCN website
- Processed, prepped and uploaded rich media files (video, audio) to websites
- Provided research support for the department.
- Assisted with elements of page and microsite launch including production of new features and quality assurance
- Supported the work of interactive managers

Additional Leadership: **Alpha Sigma Lambda**, Normal, IL August 20xx-December 20xx

- President (20xx-20xx)
- Treasurer (20xx-20xx)

Computer Skills: HTML, WordPress Adobe InDesign, Illustrator, Photoshop
Microsoft Office Suite CAD/CAM

Additional Employment: **Sales Coordinator**, YYZ Music, Urbana, IL March 20xx-September 20xx
Cook, Tommy's Restaurant, Mahomet, IL June 20xx-January 20xx
Student Tour Guide, Parkland College, Champaign, IL August 20xx-May 20xx

Activities & Honors: Dean's List Alpha Sigma Lambda
American Digital Media Arts Association Champaign Chamber of Commerce

Lawrence Lynx

123 Airport Road | Bloomington, IL 61701 | 309.555.5555 | lalynx@email.com

SUMMARY OF QUALIFICATIONS

- Accomplished and dynamic sales/management professional, consistently recognized for achieving company goals, effective client relationship management, and ability to develop sales and marketing strategies, delivering profitable solutions to attract and maintain accounts and customers, and propel company growth.
- Efficient and highly motivated with working knowledge of the principles and techniques of effective supervision and training and proven ability to work effectively in busy environments with positive results.
- Strategic thinker and results-oriented with recognized ability to handle various organizational functions and lead productive teams in exceeding company goals.
- A team player with effective interpersonal and communication skills, adept at building productive relationships and building rapport with a diverse set of individuals.

CORE COMPETENCIES

Organizational Leadership
Client Relationship Management

Sales Management
Marketing Strategies

Customer Service
Strategic Planning

PROFESSIONAL EXPERIENCE

ABC Security Systems, Bloomington, IL

2/20xx - Present

Sales Representative

- Identify and qualify prospective clients through communication to leads from a variety of sources in order to solicit new business, set appointments, conduct presentations, close new deals and thrive in a business-to-business environment.
- Cultivate relationships with qualified clients and organizations to build diverse and enduring clientele across central Illinois region
- Assess the security needs of business customers and individuals in order to offer appropriate products and services available through company
- Follow through on sales and service to drive customer satisfaction, referrals to new clients, and opportunities to provide additional coverages to existing clientele as circumstances warrant.

Key Highlights:

- Awarded "Newcomer of the Year" (20xx) for downstate Illinois after exceeding new client goals by 18% in first year
- Completed intensive new employee training ahead of schedule allowing earlier transition to interacting with clients
- Assigned increased territory and responsibility for second year and met or exceeded all goals.

Footlocker, Greenville/North Charleston SC

3/20xx - 2/20xx

General Manager/Market Leader (Greenville, SC)

5/20xx - 2/20xx

Assistant Manager (North Charleston, SC)

3/20xx - 5/20xx

- Provide direct leadership to upwards of 10+ staff members

- Facilitate all shipping and receiving, loss prevention, visual merchandising, and day-to-day store operations and initiatives
- Implemented various procedures and marketing techniques, aimed at driving sales and ensuring that store profits and productivity goals were exceeded monthly
- Developed a motivated team through effective interviewing, hiring, training, and employee evaluation processes.

Key Highlights:

- Awarded “Store Manager of the Year” (20xx) for Southeast region xxx as a result of superior sales, profit and customer satisfaction results
- Promoted to Market Leader in 20xx to implement comprehensive visual merchandising and loss prevention strategies for 5 stores within the district
- Recognized as top-tier trainers for new store managers across the district.
- Exceeded sales and profit goals by 15% annually

Caterpillar Corporation, East Peoria IL

6/20xx – 2/20xx

Manufacturing Associate

- Conducted dimensional checks, visually inspected parts, and audited components for specification using various measuring and inspection equipment.
- Maintained specification charts, tool changes, and other miscellaneous records required to maintain quality standards.
- Performed computer-related clerical duties, including data entry and preparation of reports. Demonstrated high proficiency in visual and measuring inspection equipment techniques.

EDUCATION AND CREDENTIALS

Lincoln College, Normal IL

Bachelor of Applied Science in Organizational Leadership

May 20xx

Cumulative GPA: 3.8/4.0

Dean’s List – 5 semesters

Illinois Central College, East Peoria IL

Associate in Applied Science in Manufacturing Engineering Technology

May 20xx

Cumulative GPA: 3.4/4.0

Dean’s List – 2 semesters

ACTIVITIES, ORGANIZATIONS AND AWARDS

Alpha Sigma Lambda Honor Society, Alpha Beta Epsilon Chapter

State Farm Scholarship Recipient – Lincoln College ABE Program

Habitat for Humanity of McLean County - volunteer

Humane Society – Co-Chair of Fundraising Committee

OTHER SKILLS AND CERTIFICATIONS

Proficient in Microsoft Office Suite, Adobe, Tableau

CPR Certified 20xx

REFERENCES

Available upon request

Sara Smith

123 College Drive
Lincoln, IL 62656
ssmith@email.com
(217) 123 – 4567

EDUCATION

Lincoln College
Bachelor of Business Administration in Business Management
Minor in Diversity Studies

Lincoln, IL
Expected: May 20xx
GPA: 3.45

RELEVANT COURSEWORK

Operations Management	Financial Management	Strategic Management
Principles of Marketing	Organizational Leadership	Management Information Systems

PROFESSIONAL EXPERIENCE

ABC Incorporated
Business Development Intern

Chicago, IL
June 20xx – August 20xx

- Contact potential clients and provide a detailed overview of ABC technology and GPS software services within sales territory
- Establish positive rapport with new and existing clients and address questions in a professional demeanor through both written and verbal communication styles
- Guide clients to other departments based on specific client needs and to attain robust sale with sales executive team
- Generate interest in ABC services through systematically researching accounts and overall market competition
- Meet and exceed monthly sales goals while establishing personal development goals

EMPLOYMENT HISTORY

Kohl's
Area Supervisor

Springfield, IL
March 20xx – August 20xx

- Promoted to Area Supervisor after demonstrating leadership abilities as cashier
- Managed inventory during each shift and organized to maintain visual appeal
- Addressed customer's questions and concerns with positive attitude
- Assisted in creating shift schedules based on the availability of employees

CAMPUS INVOLVEMENT & VOLUNTEER ACTIVITIES

- Lynx New Student Orientation Leader
- Lincoln Legacy Fellow
- Big Brothers Big Sisters, Mentor
- Business Management Club, Secretary

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher)
- Adobe Acrobat Pro

REFERENCES

- Available upon request

Charlie W. McCall

34 Warehouse Road • Peoria, IL 61615 • 309.555.5555 • cwmccall@email.com

Professional Summary

Highly motivated Logistics Coordinator adaptable to evolving logistics technology to facilitate the shipping process. Proficient in customer support and efficient problem solving. Centered on meeting client expectations while retaining quality standards to ensure timely delivers.

Core Qualifications

- Skilled at the safe handling of personal and business packages
- Experienced with using relevant software programs to track deliveries
- Strong organizational skills especially in high-pressure situations
- Excellent customer service skills including the ability to resolve issues
- Ability to work well in team settings
- Good communications skills

Experience

Transportation Analyst

1/20xx - Present

Caterpillar Inc., Morton IL

- Manage communication and collaboration with suppliers, transportation service providers, Caterpillar facilities, and Caterpillar dealers on identified process deficiencies
- Identify, implement and monitor process improvements to enable operations to improve the transportation/logistics network, reduce risk, and enhance ability to become a higher velocity organization
- Collaborate with transportation supplier base to manage performance and improve current service offerings
- Provide transportation support and analysis to Supply Management, BU/Product Groups, DSD, plants, distribution centers and other facilities
- Research, develop and implement individual transportation plans with suppliers, plants, and distribution centers to ensure that the "high velocity" material flow is established and maintained
- Support and manage external transportation and logistics practices with cross-docks, carriers, freight forwarders, customs brokers, and consolidators/3rd party providers
- Provide direction and monitor performance of transportation service providers

Logistics Coordinator

10/20xx - 11/20xx

East Peoria Post Office, East Peoria IL

- Prepared various packages for shipment
- Provided updated shipment information via email
- Assisted customers with the preparation of shipping documentation
- Confirmed that packages met federal shipping guidelines
- Assisted customers in tracking missing or delayed packages
- Coordinated with shipping departments at other postal facilities

Logistics Coordinator

1/20xx - 9/20xx

We Ship It Fast, Bartonville IL

- Greeted customers and handled shipping requests
- Provided detailed tracking information via email and mobile devices
- Ensured that quality control guidelines were enforced
- Assisted with billing issues, prepared invoices and processed payments

- Responded to customer service issues
- Prepared all required shipping documents
- Established ongoing relationships with local businesses
- Implemented innovative marketing efforts to increase business resulting in 15% increase in business to business sales
- Provided assistance as necessary to track delayed or missing shipments

Education

Bachelor of Business Administration – Supply Chain and Logistics Management

5/20xx

Lincoln College, Peoria IL site

Academic Honors

- Alpha Sigma Lambda
- Dean List (4 semesters)

Professional Memberships

- Council of Supply Chain Management Professionals
 - Regional Representative for Illinois District
 - American Society of Transportation and Logistics
- 1/20xx - 12/20xx

Activities and Community Involvement

- Rotary Club of Peoria-North, Peoria IL
 - Treasurer
 - Scholarship Committee – Chair
 - Dunlap Youth Baseball Association, Dunlap IL
 - Volunteer Facility Manager
- 1/20xx – 12/20xx
1/20xx – 12/20xx
5/20xx - Present

References

Available upon request

Cameron Singer

123 Bueller Drive • Northbrook, IL 60062 • 847.555.5555 • csinger@email.com

Career objective: Seeking the position as a singer to utilize my experience, talent and voice in an environment that provides career growth.

Summary of Skills

- Extensive knowledge of interpreting music and text by using voice production, harmony and melody
- Ability to sing accurately by following musical notes and printed text
- Exciting entertainer and dynamic performer
- Proficient on several different musical instruments
- Possess excellent communication and organizational skills
- Ability to communicate musical concepts clearly

Education and Certification Summary

- Bachelor of Music in Vocal Performance, Lincoln College, Lincoln, IL May 20xx
- Associate in Arts, Lincoln College, Lincoln, IL May 20xx

Internship

June 20xx – January 20xx

- Disney Theatrical Group, Education and Outreach Team, New York, NY
 - Assisted professional teaching artists with musical theater workshops for visiting groups
 - Served as assigned liaison to group from Honduras while they attended workshops
 - Instructed 3rd-5th graders on movement and music as part of “Musicals in Schools” program

Performance Experience Highlights

- Lincoln College Music Department, Lincoln, IL August 20xx - May 20xx
 - Performed both solo and with the Lincoln College Chorale as part of *Sesquicentennial: Music from the 1860's* program
 - Performed with Chorale for *Motown: An Evening of Classic Soul and Pop*
 - Performed solo and with Chorale as part of *Sounds of Cinema* production
- Lambda Chi Mu at Lincoln College, Lincoln, IL April 20xx
 - Performed solo and harmonies for *Road Trip Jam Fest on Route 66*
- Northbrook Summer Theater, Northbrook, IL, Summer 20xx
 - Lead Role in Summer Theatrical Production of The King and I

Other Work Experience

- Championship Vinyl, Chicago, IL June 20xx - Present
 - Cashier and Inventory Associate
 - Provide excellent customer service with clientele
 - Receive and catalog all merchandise and assist with product displays
 - Assist manager with social media content and promotional messaging for store events

Activities and Campus Involvement

Lincoln College, Lincoln IL

- Lambda Chi Mu, Lincoln College, Treasurer August 20xx – Present
- Lincoln College Chorale August 20xx – Present
- Student Government Association, Senator August 20xx – May 20xx

References

Available upon request

Judd Creekside

123 Main Street • Glen Carbon, IL 62025 • 618.123.4567 • jcreekside@email.com

Summary of Qualifications

- 2 ½ years of college laboratory and field work experience
- Strong presentation skills acquired through large and small group facilitation
- Excellent self-starter with demonstrated ability to multi-task
- Reliable and organized professional capable of adapting to new challenges

Education

Bachelor of Science in Conservation Biology
Lincoln College, Lincoln IL

May 20xx

Associate in Science

Heartland Community College, Normal IL

May 20xx

Relevant Experience

Student Assistant

August 20xx – Present

Creekside Environmental Center, Lincoln College

- Worked with faculty and peers to research and restore sections of native prairie vegetation
- Assisted with management and upkeep of greenhouse and insectarium
- Delivered presentations and conducted tours of facility for youth and community groups

Student Office Assistant

Conservation Biology Department, Lincoln College

August 20xx – May 20xx

- Organized and maintained classroom laboratory equipment and supplies for department
- Updated the department social media pages and bulletin boards with upcoming events
- Represented the conservation biology department in a positive manner to students with questions/concerns

Laboratory / Field Skills

Basic Field Survey / Sampling Techniques

Electrophoresis

Biomass Sampling and Measurement

Greenhouse Skills (soil prep, planting, etc.)

Preparation of Solutions and Buffers

Light Microscopy

Infrared Spectroscopy

Centrifugation

Dissection

Fluorescence Microscopy

Computer Skills

- Microsoft Office Suite
- GIS Mapping
- Cybertracker
- Web Design

Honors and Activities

- Campbell Student Achievement Award in Science
- Member, Phi Theta Kappa
- Member, Creekside Club

David Davis
123 First Street
Bloomington, IL 61701
ddavis@email.com
(309) 555- 5555

OBJECTIVE

A position as a Juvenile Probation Officer to utilize knowledge of criminal justice system and experience working with youth

EDUCATION

Bachelor of Science in Criminal Justice Studies

Lincoln College, Normal IL

May 20xx

Associate in Arts

Lincoln College, Lincoln, IL

May 20xx

RELATED COURSES

- Juvenile Justice
- Criminal Law
- Criminology
- Community Relations and Social Justice
- Corrections
- Probation, Parole & Intermediate Sanctions

CRIMINAL JUSTICE INTERNSHIP

Intern, Normal Police Department, Normal, IL

January 20xx-April 20xx

- Participated in ride-along experiences with officers to learn appropriate behavior and demeanor when interacting with potential suspects and victims
- Reviewed police reports to understand the importance of proper documentation

COMMUNITY INVOLVEMENT

Mentor, Mclean County Juvenile Court Mentoring Program, Bloomington, IL

September 20xx - Present

- Provide guidance and support to a 13-year-old mentee and demonstrate appropriate behavior
- Complete activity reports and logs to inform probation officers and staff of any problematic behavior

Toy Drive Volunteer, Holy Trinity Church, Bloomington, IL

October 20xx - January 20xx

- Collected donations for parish toy drive for needy families annually
- Supported diverse families through delivery of packages

Peer Juror, Decatur Police Department Peer Jury, Decatur, IL

January 20xx - Present

- Listen to cases of juvenile defenders and come to a decision with other jury members on appropriate retribution for the offense
- Maintain confidentiality throughout all aspects of the case

ADDITIONAL EXPERIENCE

Server/Trainer, Chili's Restaurant, Normal, IL

June 20xx-present

- Trained 12 new team members on the policies and procedures of the restaurant
- Developed strong time management and customer service skills, effectively managing 6 tables at once

REFERENCES

- Available upon request

Norma Bloom

715 W Raab Road • Normal, IL 61761 • 309-555-5555 • normbloom@email.com

OBJECTIVE

To obtain a position as an entry-level exercise physiologist in an organization using core principles of exercise science and practical experience to provide clients with excellent care and support

EDUCATION

Bachelor of Science in Exercise Science
Lincoln College, Lincoln IL

May 20xx

Related Coursework

- Foundations of Exercise Science
- Exercise Assessment and Prescription
- Kinesiology
- Exercise Physiology
- Principles of Exercise
- Nutrition for Physical Performance
- Biomechanics of Human Movement
- Principles of Resistance Training

Associate in Science

Heartland Community College, Normal IL

May 20xx

RELATED EXPERIENCE

Fitness Volunteer

January – May 20xx

The Workout Company, Normal IL

- Assisted supervisor with exercise fitness program operation for 20 hours per week
- Led and instructed 27 aerobics participants and integrated exercise knowledge into classes

Practicum Experience – Exercise Assistant

Advocate BroMenn Wellness Center, Normal IL

January - June 20xx

- Coordinated and led group exercises including warm ups and cool downs
- Assisted with fitness testing and recommended exercise plans
- Presented educational seminars on stress management

Strength and Conditioning Assistant

August 20xx - May 20xx

Youth Training Center, Bloomington IL

- Developed conditioning programs for youth ages 12-17
- Assisted conditioning coach with supervision of speed and endurance programs
- Recorded and maintained strength and conditioning data

WORK EXPERIENCE

Sales Representative

September 20xx-Present

Dick's Sporting Goods, Bloomington IL

- Provide quality customer service to patrons while achieving sales goals
- Contribute to 15% projected increase in sales through extensive product knowledge

COMMUNITY SERVICE

YWCA Volunteer, Normal IL

October 20xx - Present

CERTIFICATIONS AND PROFESSIONAL MEMBERSHIPS

CPR and First Aid Certification, American Red Cross, Normal IL

October 20xx - Present

Loretta A. Lynx

123 Center Street | LaSalle, IL 61301 | 815.555.5555 | lalynx@email.com

CAREER OBJECTIVE

To incorporate health care experiences with management principles and knowledge to provide dynamic leadership and value to a quality health care organization.

EDUCATION AND CERTIFICATIONS

Lincoln College, Normal IL

Bachelor of Science Health Services Administration

May 20xx

Cumulative GPA: 3.8/4.0 Dean's List – 5 semesters

Illinois Valley Community College, Oglesby IL

Associate in Applied Science in Practical Nursing

May 20xx

Cumulative GPA: 3.9/4.0 Dean's List – 4 semesters

Licensed Practical Nurse (LPN), State of Illinois

August 20xx - Present

RELATED EXPERIENCE

Midwest Heart Foundation, Ottawa IL

January – May 20xx

Clinic Management Intern

- Worked one-on-one with cardiac clinical care team to identify challenges and opportunities
- Conducted patient service evaluation survey and reported results to clinic management team
- Completed organizational structure and job description review project with recommendations for improved reporting lines and customer service components

CLINICAL EXPERIENCE

Illinois Valley Community Hospital, Peru IL

January 20xx – Present

ICU, CVCU, Intermediate Care, Surgical, Mother Baby, Mental Health

St. Margaret's Hospital, Spring Valley IL

March 20xx – December 20xx

NICU

LaSalle County Health Department, Ottawa IL

July 20xx - February 20xx

Public Health - WIC program

OSF St. Francis Medical Center, Peoria IL

July 20xx – June 20xx

General Pediatrics Unit

Ottawa High School, Ottawa IL

October 20xx

- Implemented "Choices" Health Fair – Recruited nine community organizations targeting teen pregnancy prevention and promoted healthy relationships

Heritage Manor Nursing Home, Peru IL

September 20xx

- Conducted an insulin education in-service program for nursing staff

ACTIVITIES, ORGANIZATIONS AND AWARDS

Sigma Theta Tau International Honor Society of Nursing, Xi Pi Chapter
Student Nurses Association - Relay for Life Team Leader
Scholarship Recipient – Lincoln College ABE Program, David Davis Scholarship
Illinois Valley Community College Academic Honors Program - Member
LaSalle County Disaster Drill Participant
Heritage Manor Nursing Home Volunteer

ADDITIONAL EXPERIENCE

Einstein Brother's Bagels, Normal IL

August 20xx – May 20xx

- Provided excellent customer service and food preparation

The Smith Group, Naperville IL

May 20xx – January 20xx

- Research Intern - Conducted phone and online research

SKILLS AND CERTIFICATIONS

Proficient in Meditech and Epic hospital software
Basic Life Saving certification for Healthcare Providers, 20xx

REFERENCES

Available upon request

Ray Kinsella

123 Main Street // Dyersville, IA 52040 // 563.555.5555 // rkinsella@email.com

Summary of Qualifications

- Fast learner with an exceptionally strong work ethic
- Strong sense of humor, outgoing, excellent team player
- Proven ability to manage and organize large amounts of information
- Consistently given increased responsibility

Relevant Coursework

Sociology of Sport	Sport Marketing	Media and Public Relations in Sport
Sport Law/Risk Management	Sport Governance	Financial Issues in Sport
Sport Facility Management	Organizational Leadership	Management Information Systems

Education

Lincoln College, Lincoln IL

Bachelor of Science in Sport Management

May 20xx

Minor in Business Management

GPA: 3.49 / 4.00

Professional Experience

Intern

January - May 20xx

SportsImpacts, St. Louis MO

- Collaborated on a market research study to review current strategy and gain an understanding of basketball fan demographics and behavior.
- Assisted with an economic assessment to evaluate public funding of a National Football League stadium.

Additional Work History

Referee

October 20xx - Present

Davenport Youth Baseball League, Davenport IA

- Refereed 6 games weekly while monitoring and enforcing league rules and regulations
- Modeled appropriate behavior, monitored strict adherence and enforced league rules
- Established respectful and courteous working relationship with all participants and staff

Instructor

May - August 20xx

Lincoln College Baseball Camp, St. Louis MO

- Built and developed relationships with over 100 campers weekly
- Facilitated skill development by working with campers in groups and one-on-one

Activities / Leadership Experience / Community Service

- | | |
|---|----------------|
| • Varsity Baseball Team | 20xx - Present |
| ○ Team Captain | 20xx - Present |
| • Volunteer, Special Needs Soccer Association of Iowa (SPENSAI) | 20xx - Present |
| • Volunteer, Special Olympics | 20xx - Present |

Honors / Awards

University Scholarship

Dean's List (three semesters)

Elizabeth J. Doe

2112 Main St, Apt 27 • Atlanta, GA 30301 • (555)555-5555 • elizabethjdoe@email.com

SUMMARY OF QUALIFICATIONS

- Highly skilled personnel manager with 10 years of experience hiring, training, and managing diverse teams
- Outstanding achievement record coupled with ability to motivate and develop others to maximum potential
- Professional written and interpersonal communication skills developed through weekly report writing, supervision, and training of staff
- Strong organizational and problem solving skills
- Successful ability to simultaneously manage multiple tasks
- Innovative thinker and rapid learner; team oriented with valued loyalty

PROFESSIONAL EXPERIENCE

Human Resources Associate Director

20xx-present

ABC Company, Atlanta GA

- Manage personnel, finance, and automated systems activities
- Establish goals and objectives and set priorities for accomplishing overall organizational functions
- Assist supervisor in establishing and implementing unit and individual training goals and objectives
- Review completed personnel actions to ensure all policies and procedures are closely followed
- Assist department director with strategic planning and establishment of unit action plans
- Process background checks, coordinate drug screenings, and expedite preparation of files

Regional Human Resources Manager

20xx-20xx

XYZ Company, Chicago IL

- Managed HR functions for 15 office locations and collaborated with corporate office to implement core programs
- Prepared and processed personnel files and payroll; maintained records and files
- Established performance management system for sales and recruitment process guidelines
- Served as principal administrator responsible for performance of a variety of technical, analytical, advisory, and coordinating duties for the director
- Served as key point of contact regarding recruitment and retention for the region
- Implemented new training program which streamlined training staff by more than 60%

EDUCATION

Masters of Business Administration

Illinois State University, Normal IL

May 20xx

Bachelor of Business Administration in Business Management

Lincoln College, Lincoln IL

May 20xx

CONTINUING EDUCATION

- Certificate – Innovation and Change Management – Northwestern University School of Continuing Studies
- Attended multiple seminars on management and leadership through the Society for Human Resource Management including goal-setting, conflict resolution, and mentoring

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Human Resources Management Association of Chicago

20xx-present

Society for Human Resource Management

20xx-present

Boys and Girls Club of Atlanta, Board Member

20xx-present

City of Chicago Neighborhood Economic Development Award

20xx

SKILLS

Computer: Proficient in Microsoft Office, SPSS, PageMaker, and Dreamweaver

Language: Conversational Spanish

References

Available Upon Request