

CONTACT HEADING

Example One

Jane Doe

1501 State Street • Marshall, MN 56258 • 507-537-6221 • jdoe@hotmail.com

Example Two

Jane Doe

1501 State Street
Marshall, MN 56258
jdoe@hotmail.com
507-537-6221

Example Three

Jane Doe

1501 State Street • Marshall, MN 56258
Home: 507-537-7979 • Cell: 507-537-6221 • Email: jdoe@hotmail.com
LinkedIn Profile: <http://www.linkedin.com/pub/Jane-Doe>

Example Four

Jane E. Doe

(507) 537-6221 • jdoe@hotmail.com

Current:
1501 State Street
Marshall, MN 56258

Permanent:
1276 Mark Street
Winona, MN 55987

Example Five

Jane Doe

1501 State Street • Marshall, MN 56258
Cell: 507-537-6221
jancedoe@hotmail.com

“Jane is a highly motivated individual who strives to do her best no matter what project she is working on. She is wise beyond her years and will be a great asset to any organization. I feel privileged to have worked with such a professional young woman.”

~Dr. Dale Thompson, Professor Environmental Science

OBJECTIVE

Example One

Objective: Seeking a training position in technical support and help desk services

Example Two

CAREER FOCUS: SYSTEMS ANALYSIS

Example Three

Seeking a position as
Marketing Assistant

Example Four

OBJECTIVE: To obtain a Culinology internship position with The Schwan Food Company

Example Five

Teaching Focus: Middle School Mathematics

Example Six

COMPUTER PROGRAMMER

Example Seven

Communications / Public Relations / Public Affairs

PROFILE & QUALIFICATIONS SECTION

Example One

Recognized for high achievement by board of directors and nominated for employee of the month award. Possess a genuine commitment to human service.

- **Communication skills.** Ability to communicate and collaborate effectively with children and teens gained through extensive interaction with the public.
- **Leadership Ability.** Demonstrated through supervisory positions and extracurricular activities.
- **Organizational Skills.** Excels in coordinating and implementing projects and assignments.
- **Adaptable.** Genuine team player committed to doing whatever tasks are necessary to support overall success.

Example Two

Highlights of Qualifications

- Experienced in banking, credit and collections operations
- Analytical skills gained through SWOT analysis, Forces Five and analyzing financial statements
- Detail orientated demonstrated through coordinating, designing and implementing projects
- Communicates with individuals from diverse backgrounds and populations

Example Three

Career Focus: Human Service Internship

Experience researching, providing advocacy, and maintaining strict confidentiality. Interpersonal, communication, presentation, leadership, listening, problem-solving, and organizational skills. Demonstrated ability in adapting to change, successfully meeting objectives in a timely and thorough manner as a team member as well as an individual contributor.

"Jane has excellent communication and interpersonal skills. She handles confidential information professionally and would be a great asset to any human service agency." John Doe, Executive Director ABC Organization

Example Four

Seeking an internship for
Social Work in child protective services

Demonstrated ability to communicate with individuals from diverse backgrounds and socio-economic populations. Energetic professional with interpersonal skills who works well with children and teens. Experience working with confidential material; completed training in mandatory reporting. Team player with commitment to human service.

Example Five

MARKETING ▪ ADVERTISING

Direct marketing, advertising and research experience. Develop and test theoretical marketing strategies and business management skills in the areas of: conceptual planning, content management and web based marketing.

Highlights of Accomplishments:

- Created strategic marketing plans; developed marketing materials consisting of print, web and apparel
- Launched social media campaign to increase sales and drive product to target market
- Business and finance experience: Analyzed financial statements, conducted SWOT Analysis and performed Porter's Five Forces
- Facilitated focus groups
- Proficient in SharePoint, Adobe Illustrator and Microsoft Office

EDUCATION SECTION

Example One

EDUCATION

Bachelor of Science, Southwest Minnesota State University, Marshall, MN Graduation: May 2013
• **Major:** Social Work GPA: **3.74**
• **Minor:** Psychology

Relevant Coursework

- Marriage and Family • Abnormal Psychology • Developmental Psychology • Substance Abuse
- Diverse and At Risk Populations • Basic Interviewing Skills

Example Two

Education

B.S. Secondary Education Mathematics (5-12); Minor coaching
Southwest Minnesota State University (SMSU), Marshall, MN
Graduation May 2013, **GPA 3.87**, *Dean's List all semesters*

Example Three

Education

Southwest Minnesota State University, Marshall, MN
Bachelor of Science, Marketing (Dec 2012); **GPA 3.4**

Academic Research Projects

Conducted a case study on National and International markets to determine the feasibility of import and export operations focusing on brand awareness, advertising strategies and target marketing.

Conducted a case study on Microsoft Corporation vs. Netscape to determine the ethical sale and marketing of Internet browser.

Example Four

EDUCATION

Southwest Minnesota State University, Marshall, MN

Master's Degree, May 2009

English Literature

GPA: 3.56

Bachelors of Science, May 2004

Secondary English Education

GPA: 3.96

Example Five

Education

Southwest Minnesota State University, Marshall, MN

Bachelor of Art, Vocal Performance

Graduation: May 2012

GPA: 3.14

Central Lakes College, Brainerd, MN

Associate in Art, Speech Communication

Graduation: May 2010

GPA: 3.30

EXPERIENCE SECTION

Example One

Director Teen Program, YMCA, Marshall, MN 2011-Present

- Provides guidance and support to pre-teen and teen members by listening and advising; Issues involved peer concerns, questioning values, parental conflict and academic performance issues
- Managed and coordinated Teen Summer camp; Interviewed and hired staff; Supervised 10 summer counselors
- Maintained strict confidentiality; Trained on active listening and mandatory reporting

Example Two

New Horizons Crisis Center- Marshall, MN 10/11 – Present
Volunteer

- Completed crisis management training consisting of listening to speakers, watching videos, and reading books about crime and other crisis situations
- Provides crisis management for individuals presenting with issues of abuse, sexual assault, custodial concerns and victims of crime
- Conducts informal intakes and determines appropriate resources for referrals
- Maintains strict confidentiality

Example Three

Call Center Supervisor/Shift Leader, May 2010 – Oct. 2011

The Schwan Food Company, Call Center Corporate Headquarters, Marshall, MN

The Schwan Food Company is an international leader in home delivery with over 22,000 employees worldwide

- Connected with prospects in 50 states and in several European countries
- Led evening shift in the number of outbound calls that resulted in increased sales
- Promoted to shift leader for excellence in service, sales and leadership – persuade customers and first time buyers to order additional products in the new product lines

Example Four

Tax Assistant, May 11-Present

H&R Block, Marshall, MN

- Input tax data into Peachtree software, collate and check tax returns for accuracy, reconcile cash receipts, record cash-disbursement journals

Example Five

Marshall Elementary School- Marshall, MN April 2011
3rd and 4th Grade

- Observed and participated in language arts instruction; Worked with individual students on vocabulary building and improving reading skills; Volunteered to assist with layout of magazine featuring student prose, poetry and artwork.

Example Six

Culvers

Supervisor, Marshall, MN; Aug 2010 - Present

- Train 8 new employees in food preparation, service, sanitation, and safety procedures
- Supervise employee performance to ensure quality standards and service
- Compile and balance cash till during and at end of shifts

Team Member, Fort Atkinson, WI; May 2008 - Aug 2010

- Resolved customer complaints; troubleshoot issues and offered well thought out solutions
- Communicated with kitchen staff and other team members to ensure food quality and timely preparation
- Recorded customer orders and compute bills using a cash register

Example Seven

SIFE (Students In Free Enterprise)

Southwest Minnesota State University

Marketing Manager

Aug 2010 - Present

- ❖ Create restaurant brochures for 30 different Jamaican rest-stop shops. Produce and implement 3 different surveys to help generate knowledge about Jamaican rest-shops. Raised \$5,000 in fundraising campaign. Participated in Relay For Life.

❖ **Active Member**

Sept 2009 - Aug 2010

Participated in projects to raise funds, awareness about hunger, and the importance of recycling. Provide guidance and assistance to project managers. Attend board meetings.

OTHER TITLES - HEADINGS

- ✓ Experience
- ✓ Related Experience
- ✓ Practicum
- ✓ Work Experience
- ✓ Coaching Experience
- ✓ Internships
- ✓ Related Internships
- ✓ Management
- ✓ Leadership
- ✓ Community Involvement
- ✓ Volunteering
- ✓ Student Teaching
- ✓ Extra-Curricular Activities
- ✓ Presentations
- ✓ Licensure
- ✓ Publications