

# Sample Resume

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## Employment Objective

**This is a statement of what kind of work you want to do, such as:**

Seeking a full-time, office-related position using my strong background in computers and accounting.

## Qualifications

**A fast look at your strongest skills for the job you say you want, such as:**

- Proficient with Word, Excel, Windows, Access and PowerPoint
- Experience handling payroll, accounts payable and receivable
- Experience answering business office telephones
- Very detail-oriented worker
- Outstanding interpersonal and team skills
- Ability to learn quickly and handle a large volume of work

## Work Experience

**List your employment background, starting with your current or most recent job and going backwards. List the dates you started and left, or “to present,” name the company and location. List your job title and your responsibilities in that job, especially those that relate to the job you now want. Also, list any special accomplishments or honors. For example:**

January 1998 – Present: Big Rich Law Firm, Anytown, TN. Position: Office Manager with responsibilities including typing legal documents using Word, performing accounting functions on the computer using Quicken, answering a multi-line telephone, greeting clients and ordering supplies.

March 1996 – December 1997: Anytown Hospital, Anytown, TN. Position: Unit Secretary with responsibilities including typing doctors' notes, filing, handling a multi-line telephone.

June 1994 – January 1996: Big Department Store, Anytown, TN. Position: Lead Sales Clerk with responsibilities including assisting customers, pricing merchandise and creating attractive displays. Began employment as sales clerk and repeatedly exceeded sales quotas. Promoted to lead sales clerk in July 1995.

## **Education**

**Start with your current or most recent education and go backwards, but only through high school. List dates you started and graduated or left, name the school and location. List your major, degree received or pending, classes related to the job you want and any school-related activities or honors. For example:**

August 2000 – Present: Jackson State Community College, Jackson, TN.  
Major: Office Administration with anticipated graduation Spring 2003. Coursework includes:

- Fundamentals of Accounting
- Advanced Keyboarding
- Records Management
- Administrative Office Procedures I and II
- Word Processing Applications I and II
- Desktop Publishing
- Interpersonal Communication

Regularly achieve honor roll and am treasurer of Phi Theta Kappa National Honor Society. Also serve as secretary of the Student Government Association.

Anytown High School, Anytown, TN. Graduated May 2000. Courses included typing, bookkeeping, filing and computer. Also worked in the office doing filing and typing. Activities included playing in the band, National Honor Society and Pep Club.

## **Outside Activities**

**Whatever you do in your spare time that would give an employer a better picture of you, such as, if you are active, if you take on responsibility, enjoy detail work, etc.**

- Volunteer as tutor with adult literacy program
- Enjoy softball, tennis, jogging and counted cross-stitch

## **References**

Available upon request

**Be sure to have your references ready to submit on a separate sheet of paper. Offer at least three, with a minimum of two of them being professional references – former employers or instructors who can talk about your skills and work habits. Be sure to talk with your references first to make sure it is all right to list them. Then give their name, job title, name of organization, mailing address and telephone number. Also, if they use e-mail regularly, it is good to list that, also.**