

(SAMPLE RESUME WITH WORK HISTORY)

Name

xxxxxxx@xxx.edu

Current Address:

xxxx Terrace
Gainesville, Florida 32608
Mobile: (xxx) xxx-xxxx

Permanent Address:

xxxx Riviera Shore
Orlando, Florida 32817
Phone: (xxx) xxx-xxxx

OBJECTIVE: Seeking an internship where I may use my finance background and interpersonal skills to further company growth

EDUCATION: University of Florida, Gainesville, Florida

Bachelor of Arts in Finance
Minor in Mass Communications
GPA 3.03/4.0 Expected graduation date: May 2012

RELEVANT COURSES:

- | | | |
|--------------------------|-----------------------|--------------------------------|
| •Marketing | •Managerial Economics | •Principles of Finance |
| •Managerial Accounting | •Management | •Legal Environment of Business |
| •Statistics for Business | •Financial Accounting | •Operations Management |

EXPERIENCE:

Office of Community Service, Gainesville, FL **Office Assistant** **January 2009 – Present**

- Market services related to learning and community service using multiple channels of distribution to students at the University of Florida
- Communicate directly with students, faculty, staff, and community contacts via traditional and electronic means
- Organizing Spring 2009 Volunteer Fairs, which involves coordination of over 50 volunteer agencies

Ann Taylor, Orlando, FL **Client Associate** **May 2008 – December 2008**

- Responsible for direct sales of company merchandise
- Achieved 7% of daily gross sales for this Orlando location
- Recognized as top employee for credit card activations during Summer 2008

Office Depot, Orlando, FL **Assistant** **May 2007 – December 2007**

- Marketed company merchandise to individuals and businesses
- Completed customer service and sales training program
- Voted Employee of the Month for the months of August and October 2007

LEADERSHIP:

Indian Student Association **Dance Director** **September 2008 – Present**

- Recruit, produce, and manage a dance group of 12 members for an annual celebration
- Coordinate 2003 National Gandhi Day of Service involving over 100 members

South Asian Student Alliance **Co-Chair** **June 2007 – May 2009**

- Directed and managed cultural programming for South Asian Student Alliance (SASA)
- Coordinated nationwide dance competition involving over a dozen South Asian student organizations

ACTIVITIES/AWARDS:

• International Business Society	Member	January 2009 – Present
• CHAMPS Mentoring program	Public School Mentor	May 2007 – Present
• Florida Women in Business	Member	May 2007 – Present
• Business Administration College Council	Member	December 2006 – Present
• Florida Bright Futures Scholarship	Recipient	September 2006 – Present

TECHNICAL / NON-TECHNICAL SKILLS:

- Fluent in Hindi
- Microsoft Word, Excel, PowerPoint
- C+ +, Cobol

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OBJECTIVE: Seeking a challenging internship that will allow me to utilize my leadership and communications skills while benefitting the company

EDUCATION: University of Florida, Gainesville, Florida

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RELEVANT COURSES:

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- Managerial Accounting
- Statistics for Business
- Managerial Economics
- Management
- Financial Accounting
- Principles of Finance
- Legal Environment of Business
- Operations Management

EXTRACURRICULAR ACTIVITIES:

- Winter Spring High School Leadership Program **November 2008-June 2009**
 - Head of multicultural committee
 - Member of Look At Me Now's Karaoke Committee; raised \$1,300
 - Currently leading the Car Show project
- Business Professionals of America **June 2007-June 2009**
 - Attended regional conference
 - Assisted with publicity for in-school events
 - Gained exposure to various business fields and built networking skills
- Mentor at Indian Trails Middle School **September 2006-May 2007**
 - Worked with a group of 9 students in grades 7-8
 - Selected from a pool of 100 applicants
 - Helped students in academics and personal decision making

HONORS/AWARDS:

- Founding member of an honors club for minorities called Alpha Beta Epsilon **July 2007-Present**
 - Recruited staff advisor and 27 student members in first semester
 - Implemented a peer tutoring program for middle school students
 - Organized weekly study groups to support high academic performance for club members
- Passed AP American History and AP English exams and received 6 college credits **Spring 2007**
- School Advisory Council **June 2006-December 2007**
 - Nominated by peers and staff
 - Responsible for representing student body at meetings

TECHNICAL/NON-TECHNICAL SKILLS

- Proficient in Microsoft Excel, Word, PowerPoint, Internet
- Basic knowledge in Microsoft Access, Flash Software, Pascal, and Java