

## Sample Resumes

### **Michael L. Kimbrell**

101 Rays Lane, Tampa Bay, FL 33607  
813-555-0108, email@email.com

#### **Objective**

To obtain a position as chief nurse of a health care provider

#### **Work History**

*Registered Nurse*

St. Elmo's Hospital, Tampa Bay, FL, 2014–present

*Student Nurse*

Sunshine Retirement Home, Tallahassee, FL, 2012–2014

*High School Volunteer*

Senior Center, Mobile, AL, 2008–2010

#### **Highlights of Qualifications & Skills**

Provided quality health care to a diverse population  
Remained calm and professional throughout critical incidents  
Administered medications and enforced medication regulations  
Assisted nursing manager in supervision of staff  
Managed confidential patient files and processed insurance claims  
Educated patients and families about home care options  
Performed blood pressure tests for community health outreach programs

#### **Education**

Florida State University, College of Nursing  
Bachelor of Science in Nursing (BSN), 2014

#### **Licenses & Recognition**

Sacred Heart Nursing Award for Excellence, 2017  
Florida Licensed Registered Nurse (RN), 2014  
CPR and First Aid Certified, American Red Cross, 2012

#### **Professional Affiliations**

Member of American Nurses Association  
Member of Florida Nursing Alliance

*References available upon request.*

**Reina J. Moreno**      123 Thompson Street  
 Temecula, CA 92593  
 951-555-0195

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<b>GOAL</b>	To work as a master electrician for a C-10 contractor
<b>SKILLS &amp; QUALIFICATIONS</b>	<p>Able to diagnose and repair defects in wiring, switches, and motors.</p> <p>Can program and troubleshoot Gould Modicon PLC controllers.</p> <p>Experienced in installing and maintaining generators and transformers.</p> <p>Able to safely use necessary hand and power tools.</p> <p>Can prioritize and delegate assignments to employees.</p> <p>Possess strong desire to study and comprehend new technology.</p>
<b>EXPERIENCE</b>	<p>Chargers Electrical Corp., Temecula, CA  <i>Electrician, 2015–present</i></p> <p>Trained and directed over 30 workers to install, maintain, and repair electrical wiring, equipment, and fixtures.</p> <p>Performed business-management duties such as maintaining records and files, preparing reports, and ordering supplies and equipment. Maintained tools, materials, and equipment. Kept parts and supplies in order.</p> <p>General Dynamics, San Diego, CA  <i>Journeyman Inside Wireman, 2012–2015</i></p> <p>Began as apprentice electrician: assembled, installed, tested, and maintained various electrical equipment.</p> <p>Promoted to foreman: supervised installation of building wiring, fire alarm systems, and security systems.</p>
<b>EDUCATION &amp; CERTIFICATION</b>	<p>Institute for Business and Technology          Santa Clara, CA, Electronic Technician Diploma, 2012          California Certified State Electrician, 2012</p> <p>William Whitaker High School          San Jose, CA, Diploma, 2010</p>
<b>AFFILIATIONS &amp; RECOGNITION</b>	<p>Chargers Electrical Corp. Electrician of the Month, July 2018</p> <p>National Electrical Contractors Association, 2012–present</p> <p>WHS Electronics Club, 2007–2010</p> <p>References available upon request.</p>

**Lancer T. Scholart**

212 Metropolitan Way  
New York, NY 10024  
(212) 555-0121  
email@email.com

**Objective:** To lead a graphic design team as a commercial artist manager

**WORK EXPERIENCE****Jet Set Graphics**, New York, NY

2016–present *Commercial Artist*

Designed product packaging for illustrated books, posters, and games. Oversaw hundreds of projects from production phase through last-minute revision requests from clients. Responsible for a \$450,000 department and printing budget.

**National Investors Weekly**, Chicago, IL

2014–2016 *Graphic Artist*

Responsible for design and layout of print and Web version of fourth-largest nationwide weekly investment magazine. Supervised team of seven internal designers and freelancers.

**Windy City News**, Evanston, IL

2012–2014 *Graphic Design Intern*

Designed graphics for news broadcasts and assisted graphic artists with layout of important public interest stories. Organized thousands of electronic document and photo files.

**INTERESTS & AWARDS**

Member of the Graphic Artists Guild, 2016–present

Third Place, Graphic Design Contest, McLachlan High School, 2010

Frequent exhibitor at national digital art shows

Cofounder of FullyFreeGraphics.com

**COMPUTER SKILLS**

QuarkXpress, Adobe Illustrator, Adobe Photoshop, HTML, Dreamweaver

**EDUCATION**

Columbia College, Chicago, IL

*M.F.A., Design, 2016*

Northwestern University, Evanston, IL

*B.A., Graphic Design, 2014*

References available upon request.

## Jordan A. Boylan

555 Comets Circle, Missouri City, TX 77459

281-555-0111 (home) • 832-555-0155 (cell) • email@email.com

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**GOAL** To acquire employment as a bank teller with insurance sales responsibilities

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### EDUCATION

- **University of Houston, Sugar Land, TX, 2016 to present**  
Anticipated in May 2020, Finance, B.B.A.
- **Taylor High School, Missouri City, TX, 2010**  
GPA 3.5, National Honor Society, Courses in Accounting and Business

### SKILLS & ABILITIES

- **Highly organized, detail oriented, multitasker**
- **Familiar with retirement accounts including IRAs, Keoghs, and 401(k)s**
- **Proficient in accounting software including Lotus 1-2-3, Lacerte, and Class**
- **Fluent in English, Spanish, and Chinese**

### WORK EXPERIENCE

***Bank Teller, Hancock Bank, Katy, TX, 2010 to present***

- **Accepted and processed customer deposits and loan payments**
- **Maintained cash drawer daily and secured the financial institution nightly**
- **Trained new hires and supervised delegation of banking tasks**
- **Processed monetary transactions using 10 key**

***Cashier, Super Grocery, Missouri City, TX, 2007 to 2010***

- **Entered charges for all items, processed coupons, and reshelved unwanted items**
- **Reconciled receipts and cash drawer daily**

### CERTIFICATIONS & AWARDS

- **Employee of the Year, Southwest Region, 2017**
- **Completed multiple courses at the Institute of Financial Education**

### PROFESSIONAL & COMMUNITY AFFILIATIONS

- **Member of the American Bankers Association Marketing Network**
- **Volunteer for Salvation Army and Big Brothers Big Sisters Program**

**References available upon request.**

## Researching and Writing Your Resume

Follow these steps to write a resume applying for a job approximately 10 years from now.

**Step 1: Identify your ideal job.** Use the *Occupational Outlook Handbook* on the Bureau of Labor Statistics Web site to review the qualifications, education, and average salaries of occupations that interest you. Choose the ideal job you will apply for.

**Step 2: Research your resume.** Create the matrix below in your notebook. Research investments in human capital that you will need to make to qualify for your ideal job.

Method of Developing Human Capital	Specific Evidence
Aptitudes, interests, and aspirations	
Education, licensing, and certification	
Work experience and on-the-job training	
Effort and high standards	
Building a personal-professional network	

**Step 3: Write a one-page resume.** Review the resumes on Student Handout A to choose a suitable layout for your resume. On your resume, include an appropriate version of each of these headings:

- *Objective/goal:* State the ideal job you are applying for and how your work will benefit the company.
- *Education:* Identify specific schools of secondary and higher education you attended.
- *Licensing and certification:* Identify necessary licenses and certifications.
- *Work experience and employment:* Identify at least two specific jobs (and the companies you worked for) that helped train you for your ideal job. Use strong verbs to describe your accomplishments in these jobs. For example, “I created five new dessert items.”
- *Skills and abilities:* Describe your natural abilities, relevant interests, and skills you acquired through on-the-job training.
- *Recognition and awards:* List items that demonstrate your high standards and effort level.
- *Affiliations:* Identify how you have built your personal-professional network.

**Step 4: Create a reference page.** On a separate page, list the titles and contact information for at least two references (one academic and one professional) that your prospective employer could contact to learn more about your work and study habits.