

Résumé Worksheet



(Name)

PERMANENT ADDRESS

(phone)

CURRENT ADDRESS

(phone/e-mail)

EDUCATION

Wittenberg University **Springfield, Ohio**
Major: _____ **Minor:** _____
GPA: _____ (if 3.0 or above)
(Include study abroad programs here on a separate line.)

_____ (Graduation Date)

EXPERIENCE (List most recent experiences first. Include part-time & full-time jobs, internships, course projects, etc. Also include City, State and Dates)

COMMUNITY SERVICE (List all volunteer service, speaking to school groups, etc.)

SKILLS (List computer skills, first aid, any special license or certification, etc.)

ACTIVITIES (List fraternities/sororities, societies, advisory councils, student government, athletics, etc.)

ACADEMIC or ATHLETIC HONORS (List Dean's List, special departmental awards, etc.) (List team captain, All-Conference, All-American, strength awards, team honors, etc.)

Sample Student Résumé

Stew Dent

dents@wittenberg.edu

CURRENT ADDRESS: 2021 Ward Street ♦ Springfield, OH 45504 ♦ 937-555-5555

PERMANENT ADDRESS: 20 Maple Drive ♦ Lakeside, KY 41017 ♦ 888-555-5555

EDUCATION

Wittenberg University, Springfield, OH

May 20xx

Bachelor of Arts

Major: Management Minor: Spanish

GPA: 3.0

Center for European Studies, Riva San Vitale, Switzerland

Fall 20xx

Studied Italian, Roman History, Humanities and Art

Traveled to Spain, Austria, France, Italy and England studying culture, art, history, politics and languages

EXPERIENCE

Huntington National Bank Customer Service Representative Springfield, OH **20xx - Present**

- Recorded customer transactions to checking/saving accounts; 97% accuracy for balancing drawer daily
- Verify green machine balances and document daily use of machine to ensure sufficient funds are available
- Trained 3 new employees in banking procedures

Paperphania Sales Associate (Seasonal) Edgewood, KY **Sept 20xx - Present**

- Responsible for checking inventory, organizing stock rooms, and creating product displays
- Train and evaluate new employees
- Accountable for opening and closing the cash registers and the facility

Cincinnati Bell Marketing Intern Cincinnati, OH **May - Aug 20xx**

- Organized and ran 12 promotional events featuring Cincinnati Bell's "I-wireless" mobile devices
- Attended weekly staff meetings with upper-level marketing executives working to continuously improve the companies marketing strategies
- Interacted and communicated with customers on a daily basis
- Assisted in redesigning the company's web site and advertisements

COMMUNITY SERVICE

Service for Sight Columbus, OH **Aug 20xx - May 20xx**

- Attended national convention, created Braille cards and books on tape
- Raised money for seeing eye dogs for visually impaired

On the Rise Springfield, OH **Aug 20xx - Dec 20xx**

- Aided children, ages 9-16, with homework in after school program

COMPUTER SKILLS

- Proficient in Microsoft Word, Excel, Access, PowerPoint, Publisher, Outlook, SPSS

ACTIVITIES

- **Cross Country Team** **20xx - Present**
- **YMCA Volunteer** **Lakeside Park, KY 20xx - 20xx (Seasonal)**
--Promoted healthy attitudes towards fitness and wellness through team sports

ATHLETIC HONORS

- Recipient of the *Athletic Director's Award* and *Most Improved Student Athlete Award*
- Captain of the Wittenberg University Cross Country Team

Wittenberg University Career Services (937) 327-7521 E-Mail: careers@wittenberg.edu Web: www5.wittenberg.edu