

Resume Builder:

Your
Blueprint
For Success



CAREER SERVICES

**Marshall University
Career Services**

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Resume Builder: Your Blueprint For Success

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“Resume Builder” is a publication of the Marshall University Career Services Center. It is free to all currently enrolled students and made possible by your Student Activities Fees.

Please call or visit our office for additional career-related services.

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Resume Builder: Your Blueprint For Success

"HOW
DO I GET
STARTED?"

One of the hardest things about writing a resume is getting started.

- The first step is to make a list of all your educational experiences, employment history, honors, special skills, and so forth.
- Next, to help you organize the information you need to prepare an effective resume. Use the "Resume Worksheet" that you will find on the following page.
- Finally, don't worry about style or format at this point because you are focusing on content.

IMPORTANT RESUME RULES

- Be Honest:** Do not exaggerate, inflate, or misrepresent your experiences or education. You *will* get caught!!!
- Be Positive:** Use your resume to sell yourself. List your achievements, honors, skills, and so forth. Don't be modest.
- Be Relevant:** Do *not* include unnecessary personal information – race, religion, age, health, marital status, etc.
- Be Brief:** Keep your resume to one page, if possible.
- Be Specific:** Emphasize your skills, education, and experiences as they relate to the job for which you are applying. Use examples.

RESUME WORKSHEET

CAREER OBJECTIVE

(List type of job you are seeking. For help, see Page 3.)

SUMMARY OF SKILLS

(List three or four of your strengths or skills. For help, see Page 4.)

- 1.
- 2.
- 3.
- 4.

EDUCATION

(List name/address of college(s), date(s) of graduation, major, minor, GPA)

WORK EXPERIENCE

(List employer(s), job title(s), and duties. For help, see Page 5.)

INTERNSHIP

(List internships, student teaching, or other clinical experiences, as above.)

HONORS & ACTIVITIES

(List your accomplishments and honors. For suggestions, see Page 3.)

REFERENCES:

(Do not list names of references on your resume. For help, see Page 3.)

THE PARTS OF A RESUME

HEADER:

Name, address, phone, email, and web address should be listed at the top of your resume. If you are currently employed, it is usually not considered appropriate to use your work number on your resume.

CAREER OBJECTIVE:

State your career objective in a clear, concise, and focused manner. Avoid flowery or vague career objectives, yet don't be so specific that you eliminate yourself from closely related jobs.

Example of a good career objective:

"Position as Internal Auditor or Staff Accountant"

Example of a poor career objective:

"Seeking challenging and rewarding position in the field of accounting that will allow me to use my education to gain experience and which offers the opportunity for professional growth and advancement and blah, blah, blah..."

SUMMARY OF QUALIFICATIONS:

Located near the top of your resume, directly after your career objective, this is a bulleted list of one-line statements that describe your greatest strengths and skills. Use it to sell yourself! See the following page for examples of summary statements.

EDUCATION:

Give the name and location of your college(s), the degree(s) earned, and your major(s). List your GPA if it is 3.0 or above.

WORK EXPERIENCE:

Use only work experiences that are recent and/or relevant to your current career goals. Do not make a "laundry list" of all the jobs you have ever held.

HONORS AND ACTIVITIES:

List your recent honors and activities, such as: Dean's List, marching band, honor societies, awards, volunteer activities, etc. Avoid listing political or religious affiliations.

REFERENCES:

"Available upon request" is the accepted format of references. Names and addresses of references should be included with your resume on a separate page.

SUMMARY OF QUALIFICATIONS

The purpose of the “Summary of Qualifications” section of your resume is to highlight your strengths and skills. In other words – to market yourself to employers.

Now is the time to ask yourself, “What are my greatest strengths?” or “What would my friends say are my best qualities?” This is *not* the time to be modest.

Use the space below to list some of your unique qualifications

- 1.
- 2.
- 3.
- 4.
- 5.

Examples of Summary Statements

- Solid computer skills using Access, Excel, Publisher, and Microsoft Word
- Strong work ethic; financed college with scholarships, grants, and part-time jobs
- Able to successfully manage many different responsibilities simultaneously
- Fluent in French, German, and Spanish; extensive experience living and traveling abroad
- Nominated as “Outstanding Student Teacher of the Year”
- Quick learner; work equally well independently or as a cooperative team member
- Excellent leadership, communication, and time management skills
- Professional appearance and attitude; able to work well under pressure
- Consistently promoted to increasingly responsible positions
- Solid academic record; excellent references from professors and previous employers
- Motivated self-starter with an aptitude for learner new skills quickly
- Handle crisis situations in a calm and capable manner
- Hard-working and reliable; able to collaborate in a team effort
- Strong analytical and problem-solving skills
- Proven ability to work well as a collaborative team member
- Loyal, team-spirited individual; able to reach and exceed goals
- High energy; worked 30 hours per week while attending school full-time
- Skilled in problem-solving and troubleshooting
- Recognized for high ethical standards in all work performed
- Able to maintain composure under pressure
- Able to work effectively with minimal supervision
- Trained public speaker; able to clearly illustrate difficult-to-understand subjects
- Thrive in competitive and challenging environment
- Excellent follow-through with careful attention to detail
- Handle high-pressure situations in a professional and effective manner
- Skilled in coaching, counseling, and aiding people in making decisions
- Confident and successful in classroom presentations
- Able to maintain sense of humor in tense situations

RESUME LANGUAGE

Your resume should show prospective employers why you are the perfect candidate for the job. Use short, concise phrases to highlight your employment history.

Example:

Summer Research Assistant: 2001, 2002, 2003
Paramount King's Island Amusement Park, Kings Mill, OH

- Researched utilization patterns of tourists at major theme parks.
- Prepared and conducted surveys/interviews of park visitors.
- Evaluated responses; presented findings to marketing department.
- Made recommendations to improve parking, food service, and attractions.

Notice that the above example:

- ✓ Used sentence fragments or brief phrases
- ✓ Started each phrase with an action verb
- ✓ Omitted the articles “a”, “an”, and “the”
- ✓ Did not use the first person singular “I”, “me”, “my”, or “mine”

Some Key Action Verbs

Accomplished	Designed	Negotiated	Represented
Achieved	Determined	Obtained	Researched
Administered	Developed	Operated	Responded
Advised	Directed	Ordered	Reviewed
Analyzed	Distributed	Organized	Revised
Approved	Edited	Originated	Saved
Arranged	Established	Performed	Scheduled
Attained	Evaluated	Planned	Secured
Assisted	Handled	Prepared	Set up
Calculated	Helped	Presented	Served
Catalogued	Implemented	Produced	Sold
Coached	Increased	Promoted	Sponsored
Collected	Initiated	Proposed	Supervised
Conducted	Instructed	Protected	Taught
Controlled	Interpreted	Provided	Tested
Coordinated	Investigated	Recommended	Trained
Counseled	Maintained	Recorded	Updated
Created	Managed	Reorganized	Worked
Delivered	Monitored	Repaired	Wrote

COVER LETTERS

The purpose of a cover letter is to introduce yourself to a prospective employer.

Ms. Sydney Poore
Poore Sydney's Book Store
230 Broad Street
Georgetown, KY 30412

Dear Ms. Poore:

I am applying for the Assistant Manager position that was posted on the job board in the Marshall University Career Services Center. The job requirements closely match my education, work experience, and career goals.

I will graduate from Marshall University with a B.B.A. degree in management in December 2010. I worked my way through school with jobs at the college bookstore and the Cabell County Public Library. These experiences helped me to decide to pursue a career working in the book business in some capacity.

When I was growing up, I spent my summers in Georgetown, Kentucky with my grandmother. While there, I was a regular customer of Poor Sydney's Book Store, spending many summer afternoons browsing the bookshelves. I still remember the summer your store was featured in the Lexington-Herald as the outstanding single proprietor bookstore in the state.

I look forward to meeting with you personally to discuss how I can contribute to your business. I can be reached at the phone number listed on my resume or by email if it is more convenient. Thank you for your consideration.

Sincerely,
Russell Meadows
Russell Meadow

Tell the recipient why you are writing.

Show what you know about the employer.

Highlight your education and work history.

Use the last paragraph to request an interview.

Cover Letter Tips

- Limit your cover letter to one page with three or four paragraphs.
- Write clearly and simply. Be positive in content and tone.
- Whenever possible, address your cover letter to a specific person.
- Proofread your cover letter carefully.
- Tailor your letters to each situation or job.
- Remember to sign your cover letter.

RESUME PAGES

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JOANNE W. MARSTEAD

123 Holley Lane
Huntington, WV 25705
(304) 696-2345
Marstead4@marshall.edu

CAREER OBJECTIVE

A position in accounting, banking, or finance.

PROFESSIONAL SUMMARY

- Strong academic background in accounting and finance.
- Highly motivated individual with excellent references from professors and previous/current employers.
- Nominated as Lewis College of Business "Accounting Student of the Year."
- Solid computer skills using Microsoft Access, Excel, Turbo Tax, and Office.

EDUCATION

B.B.A., Accounting, May 2009
Marshall University, Huntington, WV
GPA: 3.4, Major GPA: 3.7

EMPLOYMENT SUMMARY

BB&T Bank, Huntington, WV

Note Clerk (part-time), March 2008 – Present

- Calculate and adjust interest on commercial and mortgage loans.
- Provide customer service; handle complaints and problems.

Sears, Roebuck, and Co., Barboursville, WV

Credit Associate, June 2006 – March 2008

- Processed credit applications; performed clerical and computer duties.
- Solicited credit customers in person and through telemarketing.

HONORS AND ACTIVITIES

Marshall University Dean's List
Accounting Club, Secretary
Huntington Area Habitat for Humanity, Volunteer

REFERENCES

Available upon request

MARIA R. SANTOS

77 Edgemont Lane
Huntington, WV 25705
(304) 697-4555
Santos2@marshall.edu

CAREER OBJECTIVE

Position in Adult Fitness or Corporate Wellness

SUMMARY OF QUALIFICATIONS

- Solid academic and clinical background in exercise science.
- Excellent communication skills; proven ability to work well with diverse populations.
- Outgoing and personable; able to easily establish rapport with clients.
- Strong work ethic; financed 100% of college expenses through athletic scholarships, part-time and summer work.

EDUCATION **B.A. Adult Fitness**

June 2009

Marshall University, Huntington, WV. GPA: 3.2, Major GPA: 3.5

CLINICAL EXPERIENCE

Clinical Experience (240 hours) August 2008 – December 2008

Marshall University Human Performance Lab, Huntington, WV

- Supervised use of exercise equipment; assistant in fitness testing.
- Conducted maximum exercise stress testing, hydrostatic weighing, anaerobic/aerobic threshold tests, pulmonary function, flexibility tests and skin fold analysis
- Tested muscular strength using cybex machine

Clinical Experience (240 hours) August 2008 – December 2008

Cardiac Rehabilitation Center, Huntington, WV

- Supervised cardiac patient exercise sessions; checked blood pressure.
- Developed exercise prescriptions; assisted with education sessions.
- Provided general equipment care and maintenance

RELEVANT WORK EXPERIENCE

Exercise Instructor

March 2008 – Present

River Cities Fitness Center, Huntington, WV

- Teach aerobics, calisthenics and stretching techniques to co-educational classes of up to 25 adults.
- Develop, implement and monitor individual fitness programs for clients.
- Plan and provide comprehensive exercise program to pregnant women.

HONORS AND ACTIVITIES

- Marshall University Dean's List
- Marshall University Women's Varsity Volleyball, Track, 2007-2008
- Tri-State Commission on Persons with Disabilities

REFERENCES Available upon request

PATRICK L. SPITZER

143 Riverpark Drive, Apt. #2, Huntington, WV 25701
(304) 697-2222, spitzer1@marshall.edu

CAREER OBJECTIVE

Position as Computer Systems Administrator

SUMMARY OF QUALIFICATIONS

- Solid knowledge of computer programming, analysis, and statistics.
- Excellent time management skills; proven ability to handle multiple tasks simultaneously.
- Able to communicate clearly with clients; function well in fast-paced, high-pressure situations.
- Named "Integrated Science & Technology Student of the Year."

EDUCATION

Marshall University, Huntington, WV

B.S., Integrated Science & Technology, May 2009

GPA: 3.2, Major GPA: 3.7

COMPUTER SKILLS

- Hardware Platforms: PCs, Workstations, Mainframes, Servers
- Operating Systems: MS-DOS, Windows
- Languages: Visual Basic 6.0, C++, HTML, Java
- Software: Novell, MS Office, Oracle, MS Access
- Networking: Set-up, Support

RELATED EXPERIENCE

Marshall University Career Services, Huntington, WV

Computer Assistant, January 2008 – Present

- Advise department manager on all hardware/software purchases; install and upgrade system enhancements.
- Support existing programs; resolve critical issues and problems in timely fashion.
- Developed online registration system for all career fairs, recruiting events, and student programs.
- Designed a file transfer program to eliminate duplicate data entry.

Marshall University, Huntington, WV

Senior Project, June 2008 – September 2008

- Evaluated local retail company's technology needs; proposed plan to provide online services.
- Designed corporate website and online catalog of products and services; trained managers and sales personnel in use of technology.
- Wrote user's manual and instructions; provided technical support.

HONORS AND ACTIVITIES

- Marshall University Dean's List
- Presidential Scholar
- Governor's Summer Science Honors Program

REFERENCES

Available upon request

ALLISON W. SPELLING

34 Meadowbrook Lane Huntington, WV 25705
(304) 697-9000 spelling3@marshall.edu

CAREER OBJECTIVE

Environmental Associate at New River Gorge Project

SKILLS

- Proven grant writing skills; awarded \$75,000 in successful grant proposals for recycling program.
- Experienced in ecological field sampling, plant identification, and collections.
- Skilled in interpreting infra-red aerial photos and USGS topographic maps.
- Strong knowledge of recyclable materials, processing procedures, and current market values.

EDUCATION

M.S., Environmental Science, May 2009
Marshall University, Huntington, WV

B.S. Environmental Science, June 2006
University of New Hampshire, Durham, NH

RELEVANT EXPERIENCE

Landscape Analysis of Surface Mining Effects in West Virginia, Beckley, WV
Thesis Research, June 2006 – Present

- Perform summer field work identifying and recording percentage cover of herbaceous and woody plant species growing on reclaimed surface coal mine areas.
- Use GIS computer program to evaluate landscape changes due to mountain-top removal and contour surface mining operations.
- Perform analysis of variance statistics; execute research at both community ecology and landscape ecology scales.

Marshall University, Huntington, WV

Campus Recycling Coordinator, September 2006 – May 2009

- Edited and published quarterly university recycling newsletter; designed flyers, advertisements, and showcases supporting recycling, waste reduction, and litter prevention.
- Negotiated renewal of campus solid waste and recycling contracts with local waste haulers.
- Oversaw daily recycling activities; reported recycling and solid waste totals for fiscal year.

PRESENTATIONS

- American Society of Surface Mining and Reclamation 18th Annual Conference, St. Louis, MO. "Evaluating Mine Reclamation Habitats following Mountain-top Removal," May 2007 (Invited Presentation of Thesis Research)
- Ohio Basin Consortium for Research and Education, 15th Annual Scientific Symposium, "Landscape View of Mine Reclamation Following Mountain-top Removal in the Coal River Valley," November 2006 (Invited Speaker).

REFERENCES

Available upon request

L. KAYLA JOHNSON

233 Mortimer Drive, Huntington, WV 25708

Johnson399@marshall.edu • (304) 555-5500

- OBJECTIVE** Position with the West Virginia State Police Forensic Laboratory
- SKILLS**
- Three years experience working in medical/science environments
 - Excellent computer skills using Cytoscription, DNA Prospective, Microsoft Word, Excel, and Power Point
 - Strong attention to detail; precise and timely in work assignments
 - Dedicated worker with record of continual advancement to higher levels of responsibilities
- EDUCATION** **B.S., ISAT: Biotechnology, Minor: Criminal Justice** December 2009
Marshall University, Huntington, WV. GPA: 3.92, Major GPA: 4.00
- INTERNSHIP** **Cytology Lab Assistant** January 2009 – May 2009
St. Mary's Medical Center, Huntington, WV
- Prepared blood slides for type analysis and DNA testing
 - Created and maintained detailed records of testing processes
- WORK EXPERIENCE**
- Crime Lab Assistant/Summer** May 2009 – Present
West Virginia State Police, Winfield, WV
- Perform DNA sequence analyses
 - Prepare DNA reports for potential trial presentations
- Student Lab Assistant** August 2008 – February 2008
Marshall University College of Science, Huntington, WV
- Oversaw inventory of lab supplies
 - Prepared slides for blood-typing tests for cytology lab classes
 - Proctored lab tests, assisted students as needed
- Recreation Assistant** August 2006 – August 2008
River Park Hospital, Huntington, WV
- Supervised patients during recreation periods
 - Escorted patients to psychiatric and observation appointments
- ACTIVITIES AND HONORS**
- Marshall University Dean's List, all semesters
 - John Marshall Scholar
 - Carter Woodson Scholarship
 - American Academy of Forensic Sciences
 - Marshall Jazz Ensemble
 - Alpha Kappa Alpha Sorority
- REFERENCES** Available upon request from the Marshall University Career Services. (304) 696-2370

JASON G. MARIUCCI

(304) 555-1812
Mariucci2@marshall.edu

1776 Washington Boulevard
Huntington, WV 25701

OBJECTIVE

An internship with the Huntington Museum of Art's "West Virginia Coal History Project"

SKILLS

- Outgoing personality, good sense of humor, and experience working with diverse populations.
- Actively involved in programs to motivate, educate, and counsel young people.
- Winner of West Virginia Golden Horseshoe Award, based on knowledge of state history.
- Exceptional organizational, leadership, and communication skills.

EDUCATION

Marshall University, Huntington, WV
B.A., History, Minor: Marketing
GPA: 3.77

August 2009

WORK EXPERIENCE

Marshall University Library, Huntington, WV
Student Assistant

August 2007 ~ Present

- Update listings in the Drinko Library rare books holding; process new acquisitions.
- Check in and out books at front desk; collect overdue fines.

West Virginia Division of Recreation, Huntington, WV
Summer Recreation Assistant

May 2005 ~ August 2008

- Planned and conducted summer recreational activities for young people ages 5 – 14.
- Purchased equipment and supplies for arts and crafts projects; trained and supervised counselors.

Wildwater Adventure Inc., Beckley, WV

August 2004 ~ May 2005

Whitewater Guide/Campground Assistant

- Conducted whitewater tours for families and groups on Upper Gauley River.
- Planned and implemented campfire activities, monitored campgrounds, and collected camper fees.

ACTIVITIES AND HONORS

- Marshall University Dean's List
- Marshall Artist Series Usher
- Marshall University Student Ambassador

REFERENCES

Available on request from Marshall University Career Services Center. (304) 696-2370

DONALD P. HOLDEN

5517 Rosement Circle
Huntington, WV 25701
(304) 523-1111
Holden8@marshall.edu

CAREER OBJECTIVE

Position as Human Resources Assistant

EDUCATION

B.B.A., Management

May 2010

Marshall University, Huntington, WV. GPA: 3.0, Major GPA: 3.2

SUMMARY OF QUALIFICATIONS

- Solid academic and practical experience in personnel management.
- Good understanding of state and federal employment laws and policies.
- Strong computer skills: Microsoft Office Excel, Word, and Publisher.
- Skilled in listening and negotiating; able to work well with diverse populations.

INTERNSHIP

Human Resources Intern

January 2010 – May 2010

Shell Chemical Company, Apple Grove, WV

- Assisted in reviewing and updating administrative job descriptions.
- Participated in grievance hearings; prepared documentation and reports.
- Planned and presented workshop on "Employee Stress Management."
- Performed general computer and clerical assignments.

EMPLOYMENT EXPERIENCE

Recreation Director/Summers

April 2007– August 2010

Mason County Parks and Recreation, Pt. Pleasant, WV

- Managed summer youth program for "at risk" young people.
- Hired, supervised, and trained 15 recreational workers.
- Planned and implemented games, arts/crafts, and competitions.
- Scheduled facilities, purchased equipment, and prepared payroll.

Student Assistant

January 2009 – May 2009

Marshall University Lewis College of Business, Huntington, WV

- Performed general office duties in dean's office; phones, computer, mailroom.
- Assisted in preparing annual and sick leave reports for seven departments.
- Scheduled meetings, appointments, and grievance hearings; coordinated refreshments for special events.

ACCOMPLISHMENTS

Marshall University Dean's List
Who's Who in American Colleges and Universities
Alpha Tau Omega, Fraternity

REFERENCES

Available upon request



PATRICIA WINTERS

822 – 12TH Avenue, Apt. #6
Huntington, WV 25701
(304) 520-0000
Winters5@marshall.edu

CAREER OBJECTIVE

Position as Legal Assistant

QUALIFICATION HIGHLIGHTS

- Solid academic background in legal assisting; excellent communication skills.
- Strong research and writing abilities; particular attention to detail.
- Able to work well under pressure to meet deadlines.
- Excellent references from previous employers and professors.

EDUCATION

Associate Degree, Legal Assisting, GPA: 3.1
Marshall University, Huntington, WV

June 2010

INTERNSHIPS

Burns, Davis, & Jeffers, Huntington, WV

January 2009 – December 2009

Intern

- Drafted notices of complaints, summons, and judicial subpoenas.
- Reviews and evaluated expert witness reports to determine relevance to case.
- Interviewed clients; took depositions.
- Performed general clerical work related to case assignments.

EMPLOYMENT EXPERIENCE

Marshall University, Huntington, WV

January 2005 – December 2008

Resident Advisor

- Supervised two floors of undergraduate men and women in co-ed residence halls.
- Provided personal counseling, academic advising, and enforced discipline rules.
- Planned and implemented social, educational, and recreational programs.
- Maintained secure and supportive learning environment for hall residents.

HONORS AND ACTIVITIES

- Marshall University Dean's List
- Huntington Area Habitat for Humanity, Volunteer
- United Way Campaign, Campus Fund Drive Coordinator

REFERENCES

Available upon request from the Marshall University Career Services Center

THOMAS G. WEBER

433 South High Street
Huntington, WV 25705
(304) 544-3456
Weber8@marshall.edu

Career Objective

A full-time position as a Registered Nurse in a hospital setting.

Professional Summary

- Comprehensive knowledge of direct patient care, nursing procedures, and case load management.
- Successful in managing time, prioritizing tasks, and organizing work duties.
- Nominated as the “Marshall University Student Nurse of the Year.”
- Sincere desire to work in the nursing profession to improve the quality of patient care.

Education

Marshall University, Huntington, WV
B.S., Nursing
GPA: 3.9

May 2010

Clinical Experience

Cabell Huntington Hospital, Huntington, WV
Neonatal Care Unit

January 2010 to Present

- Provide direct patient care under the supervision of the on-duty head nurse.
- Monitor patient vital signs, assist physicians, and respond to patient/family needs.

St. Mary's Medical Center, Huntington, WV
OB/Gyn Unit

August 2009 to December 2009

- Provided direct patient care under the supervision of the head nurse to maternity patients in a major regional hospital
- Prepared delivery room prep kits; accompanied physicians on rounds.

Activities and Honors

- John Marshall Scholarship
- Marshall University Dean's List
- West Virginia Nursing Association, Student Member
- St. Mary's Medical Center, Volunteer

References

Available upon request



AMY L. CHEN

455 Riverside Drive
Huntington, WV 25705
(304) 522-0000
Chen2@marshall.edu

JOB OBJECTIVE

A part-time job while attending college

SKILLS

- Solid computer skills: data entry, basic programming, computer-based accounting.
- Fast learner; eager to acquire new skills; very reliable and punctual.
- Proven ability to provide outstanding customer service.
- Excellent references from previous employers and professors.

EDUCATION

B.A., Family and Consumer Science, GPA: 4.0 5/2010
Marshall University, Huntington, WV

WORK HISTORY

TCBY, Huntington, WV 6/2008 – 8/2008

Sales Associate

- Prepared and served yogurt products to customers in a friendly and professional manner.
- Kept counter area clean and attractive; cleaned yogurt machines.
- Closed out evening-shift cash registers; generated daily sales reports.

Chen Eye Wear, Huntington, WV 10/2007 – 6/2008

Receptionist

- Answered telephones and made appointments.
- Entered patient data on computer system; prepared insurance forms.
- Filed patient records, handled incoming/outgoing mail.

HONORS AND ACTIVITIES

- Marshall University Soccer Scholarship
- Marshall University Soccer Team
- Huntington High School Varsity Soccer Team
- 4-H Club, President

REFERENCES

Available upon request

SOPHIA M. MOLLETTE

709 Hillcrest Circle, Apt. #4
Huntington, WV 25705
(304) 696-2794
Mollette1@marshall.edu

CAREER OBJECTIVE

Position in pharmaceutical sales

PROFESSIONAL SUMMARY

- Thrive in competitive environment; proven ability to set, meet, and exceed goals.
- Strong work ethic; financed 100% of college expenses through part-time and summer jobs.
- Consistently promoted to increasingly responsible positions; excellent references.
- Solid sales experience; named "Sales Associate of the Month" three times.

EDUCATION

Marshall University, Huntington, WV
B.B.A., Marketing, May 2009
GPA: 3.2

INTERNSHIP

Huntington Mall, Barboursville, WV

May 2008 – August 2008

Marketing Intern

- Assisted in planning, scheduling, and implementing promotional events at mall.
- Met with mall merchants to coordinate seasonal promotions.
- Developed annual advertising campaign; arranged newspaper and television ads.
- Handled administrative paperwork; participated in weekly staff meetings.

RELEVANT EXPERIENCE

West Virginia Supply, Huntington, WV

August 2007 – Present

Sales Associate

- Sell plumbing supplies to wholesale accounts; provide product information and process sales orders.
- Monitor customer orders, troubleshoot problems, and ensure client satisfaction.
- Develop/Maintain excellent working relationships with customers and suppliers.

Lakeview Country Club, Morgantown, WV

May 2007 – August 2007

Sales/Pro Shop

- Sold ladies' golf apparel and gifts in Pro Shop at upscale Golf Resort and Country Club.
- Designed and built store displays; coordinated sales and promotions.
- Stocked shelves and controlled inventory; handled necessary paperwork.

HONORS AND ACTIVITIES

- Marshall University Dean's List
- American Marketing Association, Marshall Chapter
- Huntington Area Habitat for Humanity

REFERENCES

Available upon request

SARAH ANN CARPENTER

921 Westminster Drive, Huntington, WV 25701 • (304) 344-7566 • carpenter@marshall.edu

CAREER OBJECTIVE

Position as Elementary School Teacher

SUMMARY OF QUALIFICATIONS

- Successful and confident in classroom presentations; creative and enthusiastic.
- Solid academic background in child development theories and applications.
- Experience working with special education students included into the classroom.
- Nominated as "Student Teacher of the Year."

EDUCATION

B.A., Elementary Education, May 2010

Marshall University, Huntington, WV

GPA: 3.7

STUDENT TEACHING

Cammack Elementary, Huntington, WV

Student Teacher, January 2010 – April 2010

- Taught all subjects to first grade students in small neighborhood school.
- Planned and presented units on "Weather" and "Presidents."
- Participated in parent/teacher conferences and faculty senate meetings.
- Accompanied class on field trips to art museum and television station.

Milton Elementary, Milton, WV

Student Teacher, March 2010 – May 2010

- Taught all subjects to fifth graders in consolidated rural/suburban school.
- Developed and taught units on "Solar System" and "North American Indians."
- Designed and utilized bulletin boards and learning centers.
- Participated in Parents' Night and parent/teacher conferences.

EMPLOYMENT EXPERIENCE

River Cities Child Development Center, Huntington, WV

Child Care Aide, December 2009 – Present

- Supervise daily activities of kindergarten students in daycare settings
- Plan and implement educational, recreational, and art programs.
- Prepare and serve nutritional snacks; clean up kitchen and play area.

ACCOMPLISHMENTS

- Marshall University Dean's List
- Underwood-Smith Academic Scholarship
- University Honors Program
- Delta Zeta Sorority

REFERENCES

Available upon request from Marshall University Career Services.