

## **Resume Samples**

The resumes below are provided as examples to help you create your own resume.

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# Barbara Cook

bcook@purdue.edu

## **Present Address**

2243 U.S. HWY.52 W  
West Lafayette, IN 47906

## **Permanent Address**

789 Boiler Street  
Michigan City, Indiana 46360

## Objective:

To obtain an entry level position or internship for the summer, fall or winter

## Education:

Purdue University, West Lafayette, IN May 2015  
Bachelor of Science in Movement and Sports Sciences  
Minor: Organization Leadership and Supervision

Sparkman High School, Harvest, AL, May 2011

## Professional Experience:

**John Purdue Club**, *Host/Intern*, West Lafayette, IN August 2011-Present

- Conducted research on current members
- Brainstormed and planned John Purdue Club events
- Updated biographical information on current members through email and phone interviews

**Mary Kay**, *Independent Consultant*, Michigan City, IN October 2009-July 2011

- Sold products totaling \$1000 in a single event
- Advertised events through word of mouth to regular receive 25 people at each event.

**Eddy's Neighborhood Bar and Grill**, *Waitress*, Michigan City, IN June 2010-August 2010

- Trained new employees to handle restaurant transactions
- Provided quality service to satisfy the needs of customers
- Audited orders to ensure order accuracy

**Ashraf H. Hanna**, *Receptionist*, Michigan City, IN May 2009-August 2009

- Assessed patients' well-being by testing vital signs and asking questions
- Created a computerized system of patients' charts by making all paper charts electronic
- Properly answered medical questions in person and on the phone

## Activities and Honors

Student Leadership Retreat  
Lafayette Urban Ministry (volunteer) 2007  
U.S. Open Swim (volunteer) 2006  
A.H. Ismail Center (volunteer) 2006  
Certified Red Cross Volunteer  
President Education Award

# Purdue Pete

ppete@purdue.edu

(765) 123-4567

## Current Address:

000 Andrew Place Apt ABC  
West Lafayette, IN 47906

## Permanent Address:

9999 Indian Wells Tr.  
Town, OH 45385

**OBJECTIVE:** To obtain a full time position to employ engineering concepts, critical thinking techniques, and structural knowledge.

**EDUCATION:** Purdue University, West Lafayette, IN  
Bachelor of Science in Civil Engineering: May 2012

## TECHNICAL SKILLS:

AutoCAD: 2D and 3D design and drafting

IronCAD: 3D Solid modeling

MATLAB: Programming tool used to solve complex calculations

## INTERCOLLEGIATE ATHLETICS:

**Purdue University**, Division I Varsity Football Team

*Awarded a full, endowed scholarship*

*2010-Present*

*Fall 2011*

- Devoted 35+ hours per week to athletics in addition to holding a full time student standing
- Exercised leadership skills along with practicing self-discipline on and off the field
- Practiced excellent teamwork skills and a strong work ethic by promoting comraderie
- Reacted to complex situations quickly and effectively
- Implemented large amounts of commitment and responsibility towards fellow players and coaches through genuine respect and dedication

## WORK EXPERIENCE:

**Birck Boilermaker Golf Complex**, Lafayette, IN

*May-August 2011*

- Consulted with and helped promote multiple group functions
- Motivated employees to create a more productive work environment

**Rowden Lawn Care**, Bellbrook, OH

*May-August 2008*

- Delegated tasks and oversaw 3 employees
- Ensured client satisfaction through effective communication

## COMMUNITY SERVICE:

- **Gentle Giants:** Read stories and interacted with elementary school kids
- **Shoes for Haiti:** Collected and donated shoes for kids and adults in Haiti
- **Toys for Tots:** Helped organize and collect toys for children overseas

*May 2010*

*April 2009*

*March 2008*

# Emily Mauzy Vogel

cook@purdue.edu  
123.456.789

## Current Address

123 North Street  
West Lafayette, IN 47906

## Permanent Address

456 University Lane  
Schaumburg, IL 60168

**Objective:** *To obtain a full time position as a Registered Nurse in a neonatal intensive care unit*

## Education

### Purdue University, School of Nursing

Bachelor of Science, Major: Nursing, May 2012

GPA: 3.80 / 4.00 (Dean's each semester)

West Lafayette, IN

## Neonatal Nursing Experience

### Community Hospital North

*Clinical experience for class Nursing 409: Senior Capstone*

- Devoted 100 hours in Neonatal Intensive Care Unit while assisting a Registered Nurse
- Completed physical assessments of neonates and provided other patient needs under the direct guidance of Registered Nurse

Indianapolis, IN  
July 2011 - Current

### Northwestern Memorial Hospital

*Student Nurse Extern*

- Worked alongside a Registered Nurse on a general medicine floor for 8 weeks
- Observed in Neonatal Intensive Care Unit for one twelve hour shift

Chicago, IL  
June 2011- July 2011

### Community Hospital North

*Clinical experience for class Nursing 312: Nursing of Childbearing Families*

- Provided physical assessments of laboring and postpartum mothers and cared for newborn infants
- Observed in Neonatal Intensive Care Unit at St. Vincent's Hospital in Indianapolis

Indianapolis, IN  
August 2010 - December 2010

### Sanatorio Sudeste

*Volunteer*

- Watched a caesarian section at a hospital in a rural town in Argentina and performed newborn assessment
- Adjusted to cultural differences and learned to appreciate the healthcare available in the United States

Marcos Juarez, Argentina  
December 2010

## Leadership Experience

### Heritage Nursing Home

*Clinical experience for class Nursing 437: Clinical Leadership Development*

- Conducted prioritizing activities with sophomore students on how manage their patient assignments
- Acted as a role model for therapeutic communication and safe care

West Lafayette, IN  
August 2010 - May 2011

### Purdue University School of Nursing Student Council

*President (Fall 2010), Secretary (Fall 2009- Spring 2010) and Student Representative (Fall 2008 - Spring 2009)*

- Organized a variety of social functions for Nursing students, such as the Freshman Picnic and the Nurses' Ball
- Solicit ideas and opinions from the Nursing student body and present those ideas and opinions to the council

West Lafayette, IN

### Purdue University College of Health and Human Sciences Ambassador

*Member*

- Act as a representative of the Nursing student body at official University functions
- Interact with potential students to encourage enrollment in the College of Health and Human Sciences

West Lafayette, IN  
August 2011 - Current

### Purdue University School of Nursing Ambassador

*Member*

- Serve as a representative of the Nursing student body at official Nursing School and University functions
- Converse with potential and current Nursing students, Nursing faculty and staff, and Nursing alumnae at various functions

West Lafayette, IN  
August 2010 - Current

### Purdue Student Nurses Association at Purdue University

*Vice President (Fall 2010)*

- Attended various presentations by guest speakers to discuss topics related to nursing and various fields of nursing practice

West Lafayette, IN  
August 2008 - Current

## Other Nursing & Clinical Experience

### Northwestern Memorial Hospital

Chicago, IL

*Patient Care Technician*

August 2011- Current

- Individually assigned to care for ten patients on general medicine floor
- Assessed vital signs, checked blood sugars, performed phlebotomy and EKG's and other patient needs and record results on electronic charts

**Chicago Marathon**

Chicago, IL

*Student Nurse Volunteer*

October 2010

- Cared for runners with hypothermia, cramps, sprained ankles, and sore knees at one of the Medical Tents located at the finish line

**Logansport State Hospital**

Logansport, IN

*Clinical experience for class Nursing 304: Psychosocial Nursing*

January 2011- May 2011

**St. Elizabeth Hospital**

West Lafayette, IN

*Clinical experience for class Nursing 302 and 306: Medical Surgical/ Adult Nursing I and II*

August 2010 – May 2011

**Heritage Nursing Home**

West Lafayette, IN

*Clinical experience for class Nursing 104: Foundations for Nursing Practice*

January 2010- May 2010

**Teaching Experience**

**Mentor for Nursing Students**

West Lafayette, IN

*Mentor*

August 2010 - Current

- Serve as a positive role model to incoming Freshmen students in Nursing and encourage active involvement in the field

**Purdue University Intercollegiate Athletic Facility**

West Lafayette, IN

*Student Tutor*

August 2009 - May 2010

- Tutored athletic students based on individual needs in one hour sessions in subjects including human anatomy, Spanish and pharmacology

**Purdue University**

West Lafayette, IN

*Teaching Assistant for Human Anatomy Lab*

August 2009 - December 2009

- Demonstrated specific lab procedures and presented class material to students in a two hour laboratory setting twice a week

**Skills & Certifications**

- *Fluent in the Spanish Language*
- Certified with the American Heart Association as a BLS for Healthcare Provider (CPR & AED)
- Certified with the American Red Cross in Lifeguard Training and First Aid

**John Purdue**  
jpurdue@purdue.edu  
(260)123-4567

**Current Address:**  
1275 Third St.  
West Lafayette, IN 47906

**Permanent Address:**  
9876 Makers Ln.  
Fort Wayne, IN 46825

**Objective**

To obtain the position of CCO Ambassador at the Center for Career Opportunities to develop my professional skills and help fellow Boilermakers with their careers

**Education**

**Purdue University**, West Lafayette, IN  
Bachelor of Arts in Political Science

August 2011

**Experience**

Neighborhood Cinema Group, Inc., Auburn, IN

November 2005 – March 2007

*Trainer*

May 2008 – January 2009

*Cashier*

- Trained and retrained staff in appropriate methods of operation
- Developed a method for stocking inventory

DeKalb Student Council

August 2006 – June 2008

*Treasurer*, June 2007 – June 2008

- Spearheaded effort that raised over 600,000 pop tabs for Riley Children's Hospital in Indianapolis, IN
- Managed student council when president and vice-president were unable to attend
- Organized a new Homecoming Parade through the community

DeKalb Speech Team

September 2006 – April 2008

*Co-Captain*

Placed Eighth in International Extemporaneous Speaking at State Competition

**Volunteer Experience**

- Volunteer with the Auburn Chamber of Commerce
- Volunteer Coach/Judge for the DeKalb Speech Team

**Activities and Awards**

Member of Purdue Emerging Leaders

September 2008 – Present

Member of Purdue Night Train – Swing Dance Club

September 2008 – Present

Soccer Referee

December 2004 – Present

President of DeKalb High School Spanish Club

August 2006 – June 2008

Secretary of DeKalb National Honor Society

November 2006 – June 2008

Captain of a Relay for Life Team

December 2007 – May 2008

People to People Student Ambassador

Summer 2001 & 2006

**John Purdue**  
jpurdue@purdue.edu  
(260)123-4567

**Current Address:**  
1275 Third St.  
West Lafayette, IN 47906

**Permanent Address:**  
9876 Makers Ln.  
Fort Wayne, IN 46825

**Objective**

To obtain an internship as a Congressional Intern

**Education**

**Purdue University**, West Lafayette, IN  
Bachelor of Arts in Political Science  
Minor: History  
GPA: 3.00/4.00

August 2011

**Skills**

Language: Conversational level Spanish  
Computer: Microsoft Excel, Outlook, Word, and Power Point

**Experience**

People to People International Boilermaker Chapter  
*Founder, President*

March 2009 – Present

- Founded University Chapter at Purdue University to cultivate cultural understanding and friendship among international students
- Organized meetings, cultural projects, and community service
- Communicated with other organizations to collaborate on projects

Center for Career Opportunities, West Lafayette, IN  
*Ambassador*

August 2009 – Present

- Aided students and alumni on resumes, cover letters, job search techniques, and interviews
- Presented career related workshops to students and organizations

Neighborhood Cinema Group, Inc., Auburn, IN  
*Trainer*

May 2008 – January 2009

*Cashier*

November 2005 – March 2007

- Trained and retrained staff in appropriate methods of operation
- Developed a method for stocking inventory resulting in an organized store room
- Communicated effectively with customers to serve their needs and problems

**Activities**

Purdue Night Train – Swing dance club  
United States Soccer Federation licensed Referee  
Purdue Emerging Leaders Program  
People to People Student Ambassador  
Purdue Space Day

**John Purdue**

jpurdue@purdue.edu  
(260)123-4567

**Current Address:**

1275 Third St.  
West Lafayette, IN 47906

**Permanent Address:**

9876 Cordova Blvd.  
Fort Wayne, IN 46825

**Objective**

To obtain the position of CCO Ambassador Coordinator Intern (ACI) for the 2010-2011 school year

**Education**

**Purdue University**, West Lafayette, IN

May 2012

Bachelor of Arts in Political Science                      GPA: 3.80/4.00

Bachelor of Arts in History                                      GPA: 4.00/4.00

Minor: Peace Studies

Cumulative GPA: 3.08/4.00

**Skills**

Language: Conversational Spanish

Computer: SPSS, Microsoft Excel, Outlook, Word, and Power Point

**Experience**

Center for Career Opportunities, West Lafayette, IN

*Ambassador*

August 2009 – Present

- Aided students and alumni on resumes, cover letters, job search techniques, interviews, and other career related topics
- Presented career related workshops to students and organizations
- Co-administered a career development series geared toward international students that regularly received 40 or more students per presentation
- Participated in the development of the idea of a Career Development Conference
- Assisted Associate Director in the preparation of the 2010 Summer Camp Career Fair

People to People International Boilermaker Chapter

*Founder, President*

March 2009 – Present

- Founded University Chapter at Purdue University to cultivate cultural understanding and friendship among international students
- Developed foundation and responsibilities of organization and officers to ensure continuity over time
- Organized meetings, cultural projects, and community service
- Communicated with other organizations to collaborate on projects

DeKalb High School Speech Team, Waterloo, IN

*Volunteer Coach/Judge*

September 2008 – Present

*Co-Captain*

September 2006 – April 2008

- Evaluated student speeches on quality and content of speech
- Provided feedback to students on how to improve speeches and on their strengths
- Placed 8<sup>th</sup> in the state in the event of International Extemporaneous Speaking

Neighborhood Cinema Group, Inc., Auburn, IN

*Trainer*

May 2008 – January 2009

*Cashier*

November 2005 – March 2007

- Trained new and current staff in the proper applications of duties
- Communicated effectively with customers to ensure satisfaction
- Instituted organization of stockroom for the purpose of decreasing the amount of time stocking

**Activities**

People to People Student Ambassador to Australia, England, Ireland, and Wales

Purdue Emerging Leaders Program

Purdue Night Train – Swing dance club

Purdue Space Day



## John Purdue

johnpurdue@gmail.com  
(260)123-4567

987 Beering Dr.  
Fort Wayne, IN 46825

**Objective:** To obtain a position in Human Resources

### Education

**Purdue University**, West Lafayette, IN, GPA: 3.19/4.00

May 2012

Bachelor of Arts in Political Science, GPA: 3.67/4.00

Bachelor of Arts in History, GPA: 3.57/4.00

Minor: Peace Studies

### Human Resource Experience

Center for Career Opportunities, West Lafayette, IN

*Web Content Intern*

May 2011 – August 2011

- Informed students of the resources and benefits of the CCO through rewritten web pages
- Created and updated the Student webpages to focus and streamline the website

*Ambassador Coordinator Intern*

May 2010 – May 2011

- Promoted to position after successful year as Student Ambassador
- Recruited and interviewed for the selection of 9 diverse Student Ambassadors for the academic years 2010-11 and 2011-12
- Trained 9 incoming Student Ambassadors to enable the performance of essential duties
- Evaluated Ambassadors and provided regular feedback to ensure highest levels of performance throughout the year
- Managed 9 students to provide walk-in assistance, complete target projects, and outreach to multiple groups

*Student Ambassador*

August 2009 – May 2010

- Counseled students and alumni on résumés, cover letters, job search techniques, interviews, and other career-related topics
- Administered career-development series geared toward international students attended regularly by 40-50 students
- Presented career-related workshops to increase career development of students and organizations

### Leadership Experience

Night Train, West Lafayette, IN

*President*

March 2011 – Present

- Budgeted organization yearly accounts totally \$32,000
- Led 9 member board to ensure top quality services to 150+ members by organizing multiple lessons and events weekly
- Negotiated contracts for reservation of venues, bands, and instructors for all lessons, social dances, and special events

*Facilities Coordinator*

April 2010 – March 2011

- Supervised and scheduled DJs so that all guidelines were met including use of equipment and selection of music
- Coordinated all housing for up to 150 out of town guests for special events
- Planned the spring workshop that included reserving venues, hiring instructors, and planning workshop lessons

### Relevant Experience

Ross for Statehouse, 51<sup>st</sup> State House District, DeKalb and Steuben Counties, IN

*Intern*

Summer 2010

- Investigated constituent concerns through door canvassing and phone banking
- Promoted candidate through distribution of literature and face-to-face talks with constituents
- Researched preliminary process of developing a debate between the candidates in the race

DeKalb High School Speech Team, Waterloo, IN

*Volunteer Coach/Judge*

September 2008 – April 2010

*Co-Captain*

September 2006 – April 2008

- Evaluated student speeches on quality and content of speech
- Placed 8<sup>th</sup> in the state in the event of International Extemporaneous Speaking

### International Experience

Study Abroad - "Modern Battles that Changed the World"

March 2010

Toured France, Belgium, Luxembourg, and Germany

People to People Student Ambassador to Australia, England, Ireland, and Wales

Summer 2001 & Summer 2006

**Skills:** Excel, Power Point, Outlook, Word, Publisher, SPSS, HTML

# Frank Functional

1234 Ross-Ade St.  
Lafayette, IN 47905

**Email:** frankfunctional@yahoo.com  
(765) 123-4567

## OBJECTIVE:

To give proper guidance to student-athletes as well as maintain accurate records and accountability

## AREAS OF EFFECTIVENESS:

### Training and Advisement

- Demonstrated leadership qualities while mentoring and training new employees in a sales environment and in a sports communication field.
- Conducted effective advisement through written and verbal communications.
- Exhibited strong supervisory skills in giving and monitoring assignments to newspaper correspondents and photographers and delegated tasks to employees at a large retail store.

### Organizational Skills

- Managed time appropriately to make sure events were covered while working for newspapers.
- Effectively marketed products through timely display set-ups that were compliant to release dates to avoid financial repercussions while working in the retail industry.
- Demonstrated an in-depth understanding of company policies and practice as an area sales leader at Schwan's Home Delivery.
- Organized fundraisers for the Tippecanoe County School Corporation on behalf of a customer seeking to raise money for a kidney transplant operation.

### Leadership and Communication Skills

- Earned the trust of individuals as a salesperson and of student-athletes at the high school and collegiate level as a sports correspondent by demonstrating honesty and integrity.
- Demonstrated a strong work ethic and advanced interpersonal skills by effectively serving a customer base of more than 700.
- Maintained customer confidentiality and consistently adhered to deadlines.
- Recognized by the Indiana High School Baseball Coaches Association for outstanding coverage.

## EDUCATION:

**Purdue University**, West Lafayette, IN  
Bachelor of Arts, Communications with a concentration in Journalism  
Graduation - May, 1998

## COMPUTER SKILLS

Word, Publisher, Excel, Photoshop

## WORK HISTORY:

**Schwan's Home Delivery**, Route Sales Representative, Monticello, IN – 2006-present

**Lafayette Journal & Courier**, Sports Correspondent, Lafayette, IN – 2004-2007

**Circuit City**, Senior Sales Associate, Lafayette, IN – 2004-2006

**Rensselaer Republican**, Sports Editor & Correspondent, Rensselaer, IN – 2000-2003/1993-1998

**Evening Star**, Assistant Sports Editor, Auburn, IN – 1998-2000