

College of Business Resume Examples

These samples are provided to you by **Experiential Education & Career Services** and are examples of real JWU student resumes. Reviewed by faculty and endorsed by the employers displayed below, these resumes are meant to familiarize you with the many different resume formats and styles.

Our goal is to get you started or give you ideas on how to strengthen your resume. While we know the best ideas are usually imitated, it's important that you make **your resume your own**. The key to getting an interview is to target your resume every time you apply for a job. You must get the employers attention within 10-20 seconds by outlining what YOU can DO for THEM.

No matter what your major, be sure to scan through all of the examples as you're sure to find ideas in each of them to use in your own, unique resume.



Jane Smith
123 Main Street • Providence, RI 02903
401-555-1111 • resume@yahoo.com

This resume example is for a student who doesn't have much work experience in the marketing field and is looking for an internship to strengthen her resume. By creating a "Marketing Skills" section, she highlights to potential employers that she has the hard skills to perform tasks, but has not yet proved them in a professional setting.

Objective

To obtain an entry-level marketing internship at Samsonite focused on market research

Highlights of Qualifications

- Fluent in Spanish
- Demonstrated effectiveness in persuading others and closing sales through relationship building and customer service
- Able to quickly master new software and apply its full range of capabilities including Microsoft Office, Adobe Photoshop, StratSim and Alpha customer list software

Education

Johnson & Wales University

Bachelor of Science, Marketing
Associate in Science, Business Management
Concentration: Marketing Communications
Overall GPA: 3.9/4.0

Providence, RI
Candidate 5/10
Degree, 05/08

Relevant Experience and Accomplishments

Marketing Skills

- Utilized StratSim software and analyzed results in strategic marketing class
- Assisted customers in glass design selections, responsible for daily sales of \$2,000
- Analyzed six Harvard business cases in marketing classes with focus on market research and branding
- Created a poster using Adobe Photoshop for a semi-annual dance which resulted in over 300 attendees and a profit of \$750
- Scheduled advertising targeting four universities in Providence for Make a Wish fundraiser

Supervisory Skills

- Supervised two high school students, tutored them in English twice a week
- Trained three new sales associates on Alpha customer list software applications at Smart Glasses
- Managed two employees and organized their work schedule

Employment History

12/06-Present	Sales Associate	Smart Glasses Store	Providence, RI
5/04-11/06	Tutor	Johnson & Wales University	Providence, RI

Honors and Associations

- Silver Key Honor Society, Member, 5/06-Present
- American Marketing Association, Member, 9/07-Present
- DECA, Member, 12/08-Present

References Available Upon Request

This applicant is seeking a full time position upon graduation and has several years of experience in marketing due to internships and a part time position throughout college. The education is at the bottom of the resume because her work experience is her strongest feature.

Sharon Rivers

7 Park Avenue • Newton, MA 02460
(123) 456-7890 • SmithJane@gmail.com

PROFESSIONAL OBJECTIVE: To obtain a full-time position in the field of marketing with an innovative company that will utilize my marketing and communication skills while offering the opportunity for advancement.

- Experience utilizing leading media database systems such as SRDS and Mediamark (MRI+)
- Proficiency in Act, Adobe, Microsoft Outlook, Excel, PowerPoint, Word and Macintosh platforms and software
- Fluent in Spanish

CAREER ACCOMPLISHMENTS

- Developed and implemented Telemarketing Approach Techniques Training which includes: the establishment of a new marketing script used as a base to engage and respond effectively to prospective clients for The Key Program
- Created an integrated Marketing Communications Plan for two Rhode Island based institutions including Rhode Island Coalition, and The Children’s Museum
- Served on a team of five members, selected from six groups to create and produce a market ready DVD for Johnson & Wales University College of Business to raise public awareness on local sustainability initiatives
- Designed, recruited, and moderated a 12 person focus group to test a financial product for a Fortune 500 company

PROFESSIONAL EXPERIENCE

DMPM Corporation, Waltham, MA 01/05 – present
Marketing Specialist

- Conducted cold calls to 50 potential clients daily in an attempt to create relationships and introduce available services
- Followed up with existing customers in order to facilitate DMPM’s level of customer service client satisfaction
- Promoted offerings by participating in outbound sales appointments and customer conference calls averaging 70-120 daily

O’Donnell & Associates, East Providence, RI 03/07 – 05/07
Marketing/Advertising Intern

- Assisted with the design of print ads and logos for Land Rover, Jaguar, Pontiac and GMC cars and trucks which resulted in a 10 % increase in attendance at the LR2 launch and awareness charity events
- Researched and organized data via Excel which created a more efficient flow of daily business processes
- Contacted 15-20 potential clients daily via email and phone to create awareness of company services
- Assisted the media coordinator in contacting television and radio stations and creating a promotional package valued at \$10,000, that included brochures, price information and current client referrals
- Aided the traffic coordinator with contacting clients, solving problems and preparing for oversea commercial shoots

MBalliance, Boston, MA 06/06 – 08/06
Marketing Specialist, Summer Intern

- Contacted a potential 100+ clients daily via phone and email in order to build a clientele to promote services
- Utilized such programs as ACT and MS Applications to accomplish goals of organizing data and setting appointments
- Attended and participated in weekly sales meetings addressing such topics as future endeavors, new products, and ways to expand awareness of the company
- Consistently researched competitive advantages and industry updates through trade publications, newspaper articles, direct marketing textbooks and online literature

EDUCATION

Johnson & Wales University Providence, RI
Bachelor of Science, Marketing Degree, 01/08

Richard Brooks
123 Main Street • Providence, RI 02903
401-555-5555 • resume@gmail.com

This resume reflects a current senior who is looking for employment after he graduates. He has worked in the retail field for five years. Therefore, his experience is listed first, followed by his degree. His activities are listed last, but are very important because they highlight his leadership qualities and time management skills.

Highlights of Qualifications:

- Five years experience in retail sales
- Knowledgeable in Microsoft Word, PowerPoint and Excel
- Retail Lab Experience: university course in simulated work environment focused on market analysis, trend research, vendor communications and merchandise promotion

Work Experience:

Nordstrom

6/04-Present

Sales Associate

- Sold designer footwear exceeding daily quotas by approximately 65 sales
- One of 15 top sales performers in region comprised of 22 stores
- Managed cashiering activities of up to \$5,000 per day, returns and exchanges while following store policies
- Interfaced with vendors concerning pricing, availability, damaged products, buy-backs and special orders

Education:

Johnson & Wales University

Providence, RI

Bachelor of Science, Retail Marketing Management

Candidate 5/10

Associate in Applied Science, Fashion Merchandising

Degree, 5/08

Concentration: Fashion Communication

Overall GPA: 3.8/4.0

Affiliations and Volunteer Work:

National Student Organizations

- 2008 College DECA Regional Competition, 2nd place Marketing Management

Alpha Sigma Tau Sorority, member 5/07-Present

- Held leadership positions as Treasurer, President and Social Chair
- Assisted in raising \$2,000 for Make a Wish Foundation through various fundraising events

Interests and Activities:

- Attending local fashion shows to evaluate costuming techniques
- Researching fashion trends through internet sites, trade journals and fashion magazines
- Traveling to other countries (Greece, France, Brazil)
- Hold Black Belt in Karate
- Assisted in Providence Fashion Week, Volunteer 07/09

References and Career Portfolio Available Upon Request

Thomas Smith
5 Main Street Providence, RI 02903
(401) 555-5555 • student@gmail.com

This Management major is applying for a real estate position where it's important to have strong skills to work independently, as well as part of a team. Highlighting the leadership positions held in his fraternity and in former jobs demonstrates that he is capable of taking on decision-making roles; which are highly sought after by employers. The use of quantifiers throughout the resume, such as numbers, percents and dollar values, illustrates to employers the volume that he has experience, and success with.

Objective

To obtain a position as a Real Estate Agent working with buyers and sellers to list and sell homes

Work Experience

04/09- Present

Andy Carpentry
Site Supervisor

Berlin, CT

- Control all aspects of business operations including a \$250,000 budget, employee paperwork for staff of 12 and marketing plan valued at \$100,000
- Manage and cultivate relationships with 20 business accounts; target and build relations with two to three new clients per year
- Assist business owner in analyzing requests and creating proposals ranging from \$10K to \$50K
- Led three to four subcontractors in completing projects simultaneously

04/08 – 03/09

The Home Depot
Sales Associate

Providence, RI

- Supervised opening and closing procedures using corporate standards
- Increased sales within designated section by 3% in one month
- Received the Home Award for superior excellence in corporate culture

06/05– 08/07

Andy Carpentry
Crew Manager

Berlin, CT

- Coached five new employees on the basics of framing a home
- Oversaw and managed the framing construction of a \$1.4 million home
- Managed a payroll of \$4,000 weekly
- Knowledgeable in building codes and specifications

Education

Johnson & Wales University

Providence, RI

Bachelor of Science in Business Management

Degree, 05/10

Associate in Applied Science, Business Management

Degree, 11/08

Concentration in Real Estate

G.P.A: 3.38/4.0

Activities and Certifications

10/05-Present **Tau Kappa Epsilon Fraternal Organization**

- Recruitment Chair 09/08-09/09
- Assistant Educator 09/07-09/08
- Raised \$1,700 for Toys for Tots
- Volunteered 30 hours at soup kitchen

01/08- Present **Real Estate Certification:** for RI, CT and NY

References Available Upon Request

This example is a simple format that can be used by students and graduates in Criminal Justice or any major for an internship or entry-level position. The resume highlights both relevant class work and employment through the "Highlights of Qualifications" section. It also targets the specific organization and area of focus that the student is interested in.

Karen A. Cuevo

Kac123@gmail.com
10 Scranton Avenue
Wickford, RI 02872
(401) 272-0066

Professional Profile: Criminal Justice Bachelor's Degree candidate focused on a career in corrections and rehabilitation, seeks an internship in the Rhode Island Department of Corrections.

Education:

- **Johnson & Wales University** Providence, RI
Bachelor of Science, Criminal Justice Candidate 05/10
GPA 3.48/4.00
- **Community College of Rhode Island** Providence, RI
Associate in Science, Law Enforcement 05/08

Highlights of Qualifications:

- Completed classes in Criminal Law, Law and Society, and Criminology
- Experienced in crowd control during entertainment events
- Handled dispute resolution in violent and non-violent situations, involving both groups and individuals
- Trained in the use and handling of OC spray
- Proficient in Microsoft Word, Microsoft PowerPoint, and Microsoft Excel

Relevant Experience:

- 05/02-Present **Park Ranger**
Rhode Island Department of Environmental Management Saunderstown, RI
- Demonstrates knowledge of park by answering questions about history, wildlife, and natural resources.
 - Provides security and maintains a safe atmosphere for park patrons.
 - Performs park maintenance as required.

Other Employment:

- 11/08-1/09 **Cashier** (seasonal)
Target Corporation Warwick, RI
- Always maintained an accurate \$2,000 cash drawer with no discrepancies.
 - Provided customer service by answering questions and performing duties in a timely manner.

Associations:

- St. Patrick Soup Kitchen, volunteer, 09/99-05/07
- Leukemia and Lymphoma Society, Light The Night Walk Fundraiser, 10/02-10/04
- Rhode Island State Police Women's Diversity Academy Certificate for completion of training, 08/07

References Available Upon Request

Joe Smith
1243 South Street
Providence, RI 02903
(401) 555-1234
student@resume.com

This applicant majors in finance and has a focused career track in mind. He uses his Objective to clearly state who he wants to work for, what he wants to do and most importantly what he can offer the employer. Since he has little experience in finance, his education is listed above his experience. His customer service skills and course listings are important; they represent transferable skills that are important to the position he is applying for.

Objective

To obtain a claims adjuster position with MetLife upon graduation, utilizing my diversified work history in sales, retail, and banking fields

Highlights of Qualifications

- Successfully completed college level courses in Risk Management & Insurance, Finance, Investing, Leadership Studies, Business Accounting and numerous fields of management
- Established a solid understanding of various cultures by volunteering in the International Center to assist international students in integration into university life and adapting to American culture
- Knowledgeable in Microsoft Word, Excel, Outlook and PowerPoint

Education

Johnson & Wales University Providence, RI
Bachelor of Science, Financial Services Management 05/09

Work Experience

01/09-05/09 **Oppenheimer & Company, Inc.** Providence, RI
Intern

- Researched and updated missing cost basis to provide accurate client reports when requested
- Promoted financial advisement in order to recruit new clients by providing bond offers
- Assisted in researching and analyzing investments for client portfolios
- Contact with 15-20 potential new clients daily articulating products and services offered; 50% closing rate of new clients

03/05-08/08 **Valley National Bank** Cranford, NJ
Teller/Customer Service

- Opened five new business accounts weekly which aided in the 20% increase of new accounts during the first quarter of 2008
- Implemented community engagement by distributing brochures and sales kits to over 300 clients weekly, and created a follow-up log to keep track of all communication
- Maintained an accurate cash drawer of \$5,000 daily
- Informed clients of all offered banking services and aided them in deciding which services best fit their needs by providing accurate facts and examples

04/06-08/06 **Collegiate Entrepreneurs** Clark, NJ
Forman/Painter

- Recruited and trained 10 new employees in painting techniques and professional courtesy
- Managed and assisted four to six employees in daily operations and finished jobs on time
- Used various selling techniques in giving estimates for painting services
- Assisted in selling \$45,000 in painting services during the 2006 season

Associations and Volunteer Work

- Fogarty Elementary School, Volunteer 2007-2009
- Finance Club, member 2005-Present, Vice President 2007-2008
- Distributive Education Clubs of America (DECA) member 2005-present