

## **SAMPLE RESUME**

*Masukkan informasi tambahan yang akan membantu dalam aplikasi pekerjaan Anda. Contoh: tujuan karir, keterampilan dan kekuatan, kontribusi penting / prestasi, rincian proyek seperti peran dan ukuran tim, seminar / pelatihan dihadiri, keanggotaan dalam klub profesi terkait, dll*

### **Sample Resume - Technical / Management :**

**FirstName LastName**  
Street, City, State, Zip  
home: 555.555.5555  
cell: 566.486.2222  
email: email@email.com

### **FUNCTIONAL SKILL AREAS**

System Analyst - Quality Assurance Analyst - Inventory Controller  
Technical Operations Liaison - Technical Supervisor - Network Administrator

### **WORK EXPERIENCE**

Began at entry level in 1982 and worked over the next 20+ years reaching management level with an outstanding track record of awards and promotions.

### **COMPUTER SKILLS**

Microsoft Office Suite - Lotus Notes - SAP/COPICS

### **EMPLOYMENT HISTORY**

**Y & G Contractor**, Durham, NC

*Contractor*

*2004-Present*

- Home Improvement
- Water-Proofing

**Samina-Sci Corporation**, RTP, NC (*Purchased IBM's manufacturing business*)

*Inventory Analyst*

*2003 - 2004*

- Managed daily cost value adjustments on parts over \$1,000.00 to inventory records in database
- Maintained records of computers, monitors, printers, etc
- Audited manufacturing processes and procedures

**IBM Corporation, RTP, NC**

*Department Technician*

1993 - 2002

- Gathered all pertinent information to create reports for presentation on department objectives to management at monthly measurement meetings
- Supervised personnel in shipping, receiving and assembly stock line departments
- Liaison between distribution and manufacturing departments to accomplish on-time production of computer equipment
- Communicated with engineering groups, finance department and senior management on daily departmental operations
- Responsible for identifying and problem solving system issues, e.g. incorrect inventory records, with recommendations to management
- Analyzed and balanced exception reports between multiple systems of inventory records
- Reported gross dollar variances from quarterly audits of \$32 million dollar base with financial entities
- Managed receipts and adjustments to physical inventory
- Audited inventory parts and created reports for presentation to senior management
- Developed and implemented SAP processes and procedures
- Conducted readiness for ISO and safety audits
- Trained regular and new employees
- Assisted in the development/writing of employee manuals
- Performance Award, Quality Assurance Award and Top Performer of the Year Award

*Shipping and Receiving/Team Lead*

1985 - 1993

- Shipped/received computer inventory and processed in database
- Trained regular and supplemental employees
- Conducted weekly safety audits
- Prepared charts and presented them at quarterly quality meetings

*Assembler*

1982 - 1985

- Assembled IBM Desktop Computers

**EDUCATION AND TRAINING**

Webb High School, Oxford, NC

General Courses, Durham Technical Institute, Durham, NC

**Sample Resume - Entry Level Management :**

**Sample Resume - Entry Level Management**

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**Paulette Jones**  
**6 Barclay Street**  
**Arlington, MA 12333**  
**555.555.5555 (home) 566.486.2222 (cell)**  
**phjones@mapp.com**

**EDUCATION**

B.A., Business Management, January 2004  
St. John's University, Smithtown, California

**RELATED COURSEWORK**

Managerial Strategy and Policy, Management Information Systems, Management and the External Environment, Calculus with Business Applications, Organizational Decision Making, Systems Analysis

**WORK EXPERIENCE**

**The Space Store**

2002 - Present

- Space planning including home office and home organization. Utilized computer system to sketch diagrams for customers. Plan and allocate space requirements.
- Also, part-time Sales Floor Manager. Responsible for assisting other employees with planning problems and troubleshooting.

**Doug's Pizza  
Manager**

2000 - 2002

- Responsible for team development, communications, sales, profit and cost control management.
- Managed store operations and administration including scheduling, reports, inventory, and customer service.

**Cashier**

1996 - 2000

- Responsible for customer service including order-taking and cash register operations.

**COMPUTER SKILLS**

C , Microsoft Word, Excel, Power Point, Access, Minitab, Internet

**OTHER ACTIVITIES**

- Member of the Youth Development Association

- Peer tutor in Macro Economics and Micro Economics
- Member of Association of Management Training

**[Sample Resume - Career Change :](#)**

Genise R. Caruso  
910 Oak St., Verona, WI 53693  
302-550-1111 or 608-111-1111  
abcd@yahoo.com

**Objective**

Marketing position that uses my writing skills and enables me to make a positive contribution.

**Skills and Abilities**

*Writing Skills*

- Wrote creative copy for catalogs, brochures and other direct mail projects.
- Researched and conceived newsletter articles.
- Produced variety of business materials, including: letters, reports, proposals and forms.
- Formulated employee policy manuals and job descriptions.
- Composed essays using APA or MLA format.
- Proof read and edited all referenced written materials.

*Marketing Skills*

- Designed, developed and implemented marketing and sales campaigns, fundraisers, employee incentive programs and contests.
- Evaluated target markets and proposed marketing strategies.
- Managed all phases of direct mail projects; monitored production teams; recruited and guided vendors; oversaw print operations and coordinated mailing process.

*Communication Skills*

- Promoted products and services; generated leads and initiated sales.
- Established and improved client communications; maintained ongoing relationships.
- Addressed customer inquiries; interpreted and delivered information; proposed suggestions; provided guidance; identified, investigated and negotiated conflicts.
- Conducted surveys and analyzed results.
- Coordinated, planned and contributed at trade shows and special events.
- Served as representative and liaison.

*Business Administrative and Management Skills*

- Hired, trained, coached, supervised and evaluated staff members.
- Led teams; chaired committees; initiated volunteer events and activities.
- Launched and operated sole proprietorship.

- Reviewed and analyzed insurance applications and documents; expedited materials; evaluated and audited medical data.
- Achieved computer proficiency; demonstrated knowledge of Microsoft Word, Excel, PowerPoint, Publisher, Adobe PhotoShop and all Internet functions.

## **Education and Training**

Ellis College of New York Institute of Technology-online  
B.A. in English-Professional Writing  
Certificate Technical Writing  
Anticipated Graduation in mid 2008  
Current GPA: 4.0 (on scale of 4.0)

American InterContinental University-online  
A.A. in Business Administration  
Graduated April 2006, with honors  
GPA 3.75 (on scale of 4.0)

### *Continuing Education*

Customer Service Series 1, 2 & 3; Communication Skills; Sale Skills; Team Leadership; Diversity Workshop; Management Skills; Conflict Management; Organizational Skills; Microsoft; Lotus Notes

### *Writing Training*

Introduction to Fiction; Short Story Workshop; Creative Writing; Grammar 1 & 2; Revising and Editing; Short Non-Fiction; Writing Magazine and Newspaper Articles; Non-Fiction Query Letter; Business Writing

## **Employment**

5/2005 - present (part-time, as needed), Support Substitute  
*Verona Area School District, Verona, WI*

01/2003 - present (part-time, when available), Freelance Writer/Administrative

04/1999 - 06/2002, Open Enrollment Specialist, Sales Coordinator  
*Humana, Madison, WI*

08/1997 - 02/1999, Project and Office Manager  
*Print & Mail Advertising, Madison, WI*

04/1988 - 12/1992, President and Owner  
*Caruso Marketing, Streamwood, IL and Madison, WI*

Prior Experience:

Advertising Director, *Consolidated Merchandising, Hinsdale, IL*

Project Manager/Editor, *Cooperative Marketing, Elk Grove Village, IL*

Temporary employment was held while seeking professional work promoting skills in retail sales and management, food service, administrative and customer service.

## Additional Information

- Member, National Scholars Honor Society, 2006
- Awarded Certificates of Achievement for continuing education courses, 1999-2002
- Earned over 25 Brain Bench certifications, 2004-2006
- Passed State of WI Health Insurance License Exam, July 1999
- Offered time and services to community and charitable organizations, employer sponsored committees and children's school events and activities.

## Sample Resume – Executive :

### Sample Resume - Executive

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#### WINSTON SMITHFIELD

14 Biltmore Place ♦ Phoenix, AZ 85442 ♦ 602-777-6221 ♦ [wsmithfield@att.com](mailto:wsmithfield@att.com)

*Global Technology Marketing and Sales ~ Telecommunications ~ Partnership Development*

A highly experienced **Operations Executive** who has demonstrated the ability to lead diverse teams of professionals to new levels of success in a variety of highly competitive industries, cutting-edge markets, and fast-paced environments. Strong technical and business qualifications with an impressive track record of more than 15 years of hands-on experience in strategic planning, business unit development, project and product management, and system engineering strategies. Proven ability to successfully analyze an organization's critical business requirements, identify deficiencies and potential opportunities, and develop innovative and cost-effective solutions for enhancing competitiveness, increasing revenues, and improving customer service offerings.

- Domestic and Global Sales · Key Client Retention · Brand Awareness
- Business Development · Relationship Management · Project Management
- Fortune 500 Accounts · Product Development · Training and Teambuilding

## RECENT ACCOMPLISHMENTS

### TRADERS INTERNATIONAL

- Successfully oversaw the start-up and development of this wireless company from \$0 to \$70 million in revenue with 700 employees.
- Spearheaded the successful acquisition of a \$60 million Philips R & D unit resulting in improved capacity for developing innovative wireless products.
- Developed an on-going future business plan and secured \$40 million in both institutional and strategic financing during difficult economic conditions.
- Established critical partnerships with high level industry leaders such as Philips, INTEL, ST, Marvel, Openwave, Conexant, Microsoft, Flextronics, and Elcoteq.

### OPPENHEIMER

- Spearheaded the 40% annual growth of this telecommunications product supplier serving a wide variety of clients.
- Enhanced the public image and recognition of the firm' name within the business community through new business development, community outreach, and aggressive networking.

- As manager of the product marketing team, successfully oversaw the entire marketing program implementation for a \$50 million product line.

## PROFESSIONAL EXPERIENCE

### TRADERS INTERNATIONAL, Wallace, California

2000 - Present

#### **Senior Vice President and Chief Operating Officer**

- Responsible for starting and growing this producer of wireless terminals from the ground up resulting in \$70 million in revenue and 700 employees.
- Oversee the strategic management and operational oversight of the company's Global Business Development and Operations in order to provide streamlined operations, reduced operating costs, and greater profitability.
- Interface with partners and large clients to develop and maintain organizational strategies, operational efficiencies, and proposals for increasing technical efficiency and improving profitability.

#### **Interim Chief Financial Officer, (1/2000 to 10/2002)**

- Acted as Interim CFO for approximately 18 months during the rapid growth and financing period for the company.
- Secured all funding for company operational start-up including \$10 million in funding and a recent additional \$30 million in funding.
- Set-up all financial relationships, systems, and processes necessary for US Generally Accepted Accounting Principles (GAAP) compliance.

### OPPENHEIMER, Derrey, New Hampshire

1995 - 2000

#### **International Sales & Marketing Manager (1996-2000)**

- Directed marketing strategies, business development plans, promotional activities, product development projects, and MARCOM generation procedures for seven component companies in the Far East.
- Oversaw the management of the company's regional sales team, resulting in 40% increased sales and \$27 million in annual revenue in 2000.
- Initiated a new Chinese joint venture sales structure in Asia in tandem with the existing sales channels.
- As Product Marketing Manager from 1995 to 1996, oversaw all aspects of a new product line introduction valued at \$50 million including product line management, new product introduction, pricing strategies, and advertising.

## EDUCATION

**Master of Business Administration, (1996)**  
WALDRUP SCHOOL OF BUSINESS, Hartford, Connecticut

**Bachelor of Electrical Engineering, (1988)**  
UNIVERSITY OF NEW HAMPSHIRE, Rye, New Hampshire

[Resume for Administrative Assistant / Office Manager :](#)

**John Applicant**  
**1 23 Main Street**  
**Albany, NY 12345**  
**(111) (111 -1111)**  
**John.Applicant@email.com**

**Experience**

**Office Manager**

**National Painting Society**, New York, NY

*June 2007 - Present*

- Maintenance of office library, including cataloging, distribution, and record keeping
- Assuring office is neat, and stocked with necessary tools for functionality
- Member management, including email reminders, member roster, and records of financial dues
- Assist with planning and execution of all society events
- Management of summer interns including interviewing, tasks delegation, and scheduling

**Administrative Assistant**

**Saratoga Springs City Hall**, Saratoga Springs, NY

*September 2003- May 2004*

- Assist clientele as they enter office and via phone
- Perform filing, data management, drafting and editing short office memos
- Assist with all other office administrative duties

**Office Assistant**

**Skidmire College**, Saratoga Springs, NY

*September 2002- May 2004*

- Inputting data, office errands, internship and alumni updates
- Scheduling appointments and assisting students register and find information

**Education**

**Hunter College**

*May 2002*

Bachelor of Arts in English, department honors

**Skills**

- Mastery of Microsoft Office programs (Word, Excel, PowerPoint, Access)
- Experience with maintaining office budget



- Ability to work with several operating systems, including Windows, Mac OSX and Linux

**[Sample Resume - Construction](#) :**

**John Applicant**  
**1 23 Main Street**  
**Albany, NY 12345**  
**(111) (111 -1111)**  
**John.Applicant@email.com**

Experience

**Civil Engineer Technician, Albany Construction**

*Albany, NY*

*2006 - Present*

- Responsible for layout, design and production of site plans and preliminary blueprints for commercial office, retail and residential projects.

**Civil Engineer Technician, Mistrals Group**

*New York, NY*

*2001 - 2006*

- Responsible for planning, cost analysis, preliminary approvals applications, and design and production of site plans.

- Exposure to all phases of design and construction of retail store projects.

**Draftsman / Site Work Coordinator**

*Eagle Eye Construction, New York, NY*

*1999 - 2001*

- Drafting of various office and retail improvement projects.

- Responsible for survey crew training and scheduling.

- Exposure to primarily office and retail build outs.

Education

**Imaginary Community College**

Saratoga Springs, NY

Civil Engineering Certificate, 1999

Skills

Microsoft Office, Computer Aid Drafting and Designing (CADD), experience with HTML and web-designing software.

Here are some powerful sample career objectives that help you get noticed.

### **Entry Level**

- Seeking an entry-level position in marketing utilizing my strong analytical and communication skills combined with a Bachelor of Arts in Marketing.
- Recent college graduate with a Diploma in Engineering seeks an entry-level position in civil engineering.
- Recent university graduate seeking an internship with an online media company who can utilize my developed skills in communications and multimedia design.

### **Experienced**

- With an extensive 12-year background in telecommunications, I am seeking a position in direct marketing with an established telco.
- Sales Manager offering 5 years of corporate experience in the utilities sector with a track record of producing increased department profitability by an average of 11% annually.
- With 10 years of extensive management experience in the oil industry, seeking a Senior Petrophysicist position which will allow me to utilize my experiences to mentor and train my team.
- To secure a business development position leveraging strong customer service and relationship building skills while utilizing over 11 years of business experience including 7 years of overachieving sales quotas.
- Seasoned manager offering 20 years of progressive experience in functional staff management and consistent staff retention.

## **Functional Career Objective**

You might also consider using a variation of a career objective to help the reader of your resume understand immediately what sort of job you're looking for and to recognize your skillset right away:

### **Sales Manager**

Senior sales professional with 10 years of over achieving sales quotas even during economic downturns. Over 4 years of functional staff management experience with consistent staff retention. International MBA combined with ongoing sales training.

**or**

### **Senior Software Developer**

Award-winning senior software developer experienced in object-oriented programming languages and staff mentoring. Project management experience involving multi-million dollar financial applications for banking and mutual fund trading systems.

Obviously you can tailor these to suit your own requirements.

**Don't let this very short list of sample career objectives limit you** when putting your career objective together. Using a Career Objective is a personal decision but many employers do expect to see one on your resume.

Depending on the situation you might use a career objective that leaves out a specific reference to a job title.

Depending on your writing style, you may choose to use possessives like "I" and "My" to illustrate your point. You may also choose to leave out any possessives as in example 2.

Try to stay away from relatively vague terms that don't really say much. Be specific but brief.

Remember to make it punchy and interesting, specific to your situation and one that shows what you will do for the employer, not the other way around.

## **Submit Your Career Objective**

The topic "career objective" is the most popular topic on this website! In some months, the **top 10 keyword searches** for this site are career objective-related!

On this page you can enter your career objective **in sentence form as it would appear in your resume** and get feedback on it from me and from other visitors to this site.

Remember, we're looking for your career objective as it's shown in your resume in **sentence form** and not just a two-word job title or other two-word response! I delete two-word responses without showing them on this page.