

Sample Recent Graduate Resume

John Doe

School Address:
UW Fox Valley
1478 Midway Rd
Menasha WI 54952
(920) 832-2620

Home Address:
123 Fox St
Menasha WI 54952
(920) 555-1111

JOB OBJECTIVE: Entry-level position in sales

EXPERIENCE:

Sales Intern 2000-2001
Tennis Elbow, Chicago, IL

- Interned at Chicago's leading retail owner of sports apparel
- In charge of direct sales of premier athletic shoes, accessories, and apparel
- Provided product display placement and arrangement
- Selected and ordered products based on understanding of market demand
- Involved in most aspects of managing a retail store including: scheduling, store security, customer relations, opening and closing, as well as coaching employees to increase sales results

Intern 1999-2000
Lillian Jarvis & Co., Springfield, IL

- Assisted engineers and operators with various data collection and entry projects in the Utility Operations Department
- Compiled information for internal descriptions of equipment located in different areas of the plant
- Invited by the corporation to return after the end of the initial internship

ACTIVITIES:

- University of Springfield Marketing Club: Active member
- Elkhart Noble: provided marketing and advertising consulting and support
- Volunteer for Area 10 on Aging, a senior citizen service organization
- Kappa Delta Omega Social Fraternity: Advertising Coordinator

EDUCATION:

BS in Marketing, May 2001, University of Springfield, Springfield, IL

Be clear about the type of position you are seeking.

Don't hesitate to take credit for everything you accomplished while in school.

Remember, employers appreciate your co-curricular, volunteer, etc. activities

Don't forget any honors or awards you received while in school. ,