

[Your name]
[Your address]
[Phone number]
[Email address]

OBJECTIVE A position as a courier

- SKILLS PROFILE**
- Excellent driving, safety, and attendance record.
 - Thorough knowledge of area roads, highways, and regional airport.
 - Proven record of completing all deliveries on schedule.
 - Experienced in operating heavy machinery.
 - Good background in assembling products and printed materials.

EMPLOYMENT HISTORY **Your Job Title, The Company You Work For** February 2001-October 2003
City, State

- Only driver/courier to log 7,000 miles with no accidents or violations.
- Served as liaison and helped develop delivery schedule with new overnight service company located at airport.
- Initiated "orange cone" system, which reduced backing accidents in courier group and earned company safety award.

Your Job Title, The Company You Worked For May 1999-December 2000
City, State

- Worked on city street and bridge repair projects.
- Operated heavy machinery, including steamroller and backhoe.
- Served on team to evaluate new street-cleaning machines; recommended model that reduced work-crew time by five hours per week.

Your Job Title, The Company You Worked For February 1997-March 1999
City, State

- Collated and assembled printing projects.
- Operated machines that scored and folded brochures.

Your Job Title, The Company You Worked For September 1996-December 1996
City, State

- Produced Christmas garlands and trees.
- Provided other, general labor in assembly plant for seasonal products.

ACTIVITIES **Job Title, Place where you do this activity**
City, State

Tracey Q. Student
123 Your Street
Your Town, NJ 12345
Your telephone number
Your e-mail address

Profile Third year student majoring in business. Experience in the preparation negotiation of contracts. Accomplished in areas relating to the purchasing and sale of products ranging from engineering raw material to communication systems.

Work History

January 2004 – Present Purchasing Manager
John Smith and Sons
Union, New Jersey

Responsibilities:

- Preparation and negotiation of purchasing contracts
- Control purchasing turnover of \$1million
- Set and maintain stock levels

Achievements:

- Improved user confidence in materials control function
- Reduced inventory levels by 300% to \$450,000

Sept 2003 – Dec 2003 Office Assistant
Sally Sample Company
Westfield, New Jersey

Responsibilities:

- Research into product applications and markets
- Advertising and promotion of goods
- Negotiation and completion of sales products
- Expediting payment and delivery
- Management of collection and storage functions

EDUCATION

Sept 2002 – present Rutgers University, New Brunswick, New Jersey
Bachelor of Science in Business Administration, expected May 2006.

SKILLS

- Speak fluent Spanish
- Technical proficiency in MS Word, Excel and PowerPoint

Tracey Q. Student
myemailaddress@rutgers.eden.edu

Campus Address:
456 College Hall
Normal, IL 67890
(111) 222-3333

Permanent Address:
123 Main Street
Anytown, USA 12345
(777) 888-9999

Education

Rutgers University, New Brunswick, New Jersey
B.A. degree in your major, May 2006

Internships

Gerard's Design Studio, Clifton, New Jersey
Fall 2002

- Contributed to all aspects of a cutting-edge, multi-faceted design firm.
- Developed mechanicals for U.S. Museum of Film *Profiles* magazine.
- Transformed Speed Demon Bicycle Company's logo to evoke new millennium look
- Assisted with layout for style guide to be sued by comics firms for licensing.

Work Experience

Sherwood's Forest Café, Easton, Pennsylvania
Summer 2003

- Graphic design: Designed log, letterhead, business cards, and brochure.
- Trained and supervised new hires in stocking and inventory.
- Interior design: Worked with architect to develop funky, eclectic bar and interior environment.

Computer Skills

Macintosh programs

- Macwrite, Quark Express, Photoshop, Aldus Freehand, Pagemaker, Type Styler and Illustrator.

IBM Programs

- Microsoft Publisher and Window Works.

Tracey Q. Student
123 Main Street – Anytown, Your State, 12345

(111) 222-3333

youremailaddress@eden.rutgers.edu

Objective

To attend a study abroad program which focuses on Classical Archaeology and its related components.

Education

RUTGERS, THE STATE UNIVERSITY, New Brunswick, New Jersey
Bachelor of Arts, Anthropology and Classics, expected May 2006

University of St. Andrews, Fife, Scotland
January 2005 – May 2005, Non Graduating Degree
Classics and Ancient History

Academic & Professional Experience

ITMT UNIVERSITY, Terre Haute, Indiana 2001 – Present

Research Assistant, Corporate Strategy and International Business

- Explore firm attributes and market specific factors influencing globalization process of Taco Tico corporation.
- Chartered Taco Tico's expansion into Asia by analyzing global franchising industry in eight Asian countries, including Japan and China

International Academic Peer Advisor, College of Literature, Science and the Arts
(Summer 2001)

- Conducted panel for 150 international students; lectured on American culture, successful study habits, and access to university resources.
- Advised 50 students on selecting courses, achieving academic goals, and managing time.

ALL TALK RADIO, Terre Haute, Indiana 2000 – Present

Vice President of Marketing

- Developed publicity and promotional campaigns to support marketing initiatives
- Researched and analyzed business opportunity by evaluating target segments, market entry, and profitability.

MDDT CALL CENTER, Hong Kong, China Summer 2002

Intern (Summer), Credit Card Operations

- Generated market initiatives by comparing card product features and Interactive Voice Response (IVR) systems of 14 markets.
- Entered and retrieved transactions in test-run of CardLink system using programs such as User Acceptance Test (UAT) and System Integration Test (SIT)

Additional Accomplishments: Student Resolution Panelist, Troop Instructor for Girl Scouts of America