

▪ This is a sample résumé ▪

John M. Taylor

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EDUCATION

THE OHIO STATE UNIVERSITY, Fisher College of Business
Bachelor of Science in Business Administration
Specialization: Human Resources

Columbus, Ohio
May 20XX
GPA: 3.45

EL COLEGIO de POSTGRADUADOS en CIENCIAS AGRARIAS

Agricultural Trade and Rural Development Study Abroad

Texcoco, Mexico
June 20XX – August 20XX

- Completed 20 hours of intensive coursework in Spanish
- Developed understanding of Mexican culture through time spent with host family in Texcoco and extensive travel to rural areas in Mexico and Central America

EXPERIENCE

Northwestern Mutual Financial Network

Recruiting Intern

Columbus, Ohio
October 20XX – Present

- Recruit potential hires using LinkedIn, career fairs, and online job boards
- Assist in training 4 new employees and interns
- Interview possible new hires
- Represent Northwestern Mutual Financial Network at multiple career and job fairs

College of Dentistry, The Ohio State University

Office Assistant

Columbus, Ohio
February 20XX – November 20XX

- Adapted data spreadsheets using Microsoft Excel and PowerPoint presentations for various faculty and staff members
- Gained strong interpersonal communication skills in dealing with students, faculty, staff, and department heads
- Initiated a project to remodel the Student Directory
- Aided the Human Resource Director by assisting in a variety of tasks such as payroll and new employee processing

Ohio Union, The Ohio State University

Student Assistant

Columbus, Ohio
September 20XX – June 20XX

- Co-coordinated events such as BuckeyeThon
- Welcomed visitors at the information desk
- Aided students and staff regarding various pieces of information
- Created flyers displaying the many different events in the Ohio Union

ACTIVITIES

- Member of the Human Resources Association
- Volunteer at Mid-Ohio Food Bank

January 20XX – Present
September 20XX – Present

Benjamin Buckeye

buckeye.4536@osu.edu
(614) 596-9095
5235 Beulah Road
Cleveland, OH 86753

OBJECTIVE

To obtain an internship in finance during the summer of 20XX

EDUCATION

The Ohio State University – Fisher College of Business

Columbus, OH

Bachelor of Science in Business Administration

May 20XX

Major: Finance

Minor: Statistics

GPA: 3.67

Business Scholars Program

WORK EXPERIENCE

Five Guys Burgers and Fries

Cleveland and Columbus, OH

Cashier

September 20XX - Present

- Take orders from customers and relay information to the cooking staff
- Assist the manager in evaluating daily profits
- Work quickly to assist up to 20 customers per hour

Target

Columbus, OH

Seasonal Sales Associate

June 20XX - September 20XX

- Organized inventory and ensured all products were not damaged
- Created displays to market seasonal styles and attract customers
- Addressed customer questions and needs and enhanced their shopping experiences

INVOLVEMENT

Jones Tower Hall Council, Secretary

September 20XX - Present

- Write and distribute minutes from weekly meetings to 50 residents
- Organize miscellaneous files for the residence hall to ensure all policies are met
- Elected as one of only two first-year students to the executive board

Fisher Citizenship Program, Member

August 20XX - Present

- Attend events hosted by leaders of Fisher's student organizations to become involved within the Fisher Community

OSU Club Soccer Team, Member

August 20XX - Present

Habitat for Humanity, Volunteer

March 20XX

First Last

999-999-9999 • buckeye.1@osu.edu • Local Street Address • Columbus, OH 43201

Education:

The Ohio State University, Fisher College of Business

Bachelor of Science in Business Administration

- Specializations: Finance and Accounting
- Self-financing 50% of tuition through merit based scholarships

Columbus, OH

May 20XX

GPA: 3.88 / 4.00

Work Experience:

Curtiss Wright Corporation

Accounting Intern / Inventory Control Analyst

- Performed cycle count and cycle count reconciliation of finished inventory to track inventory flow
- Conducted on-going review of finished inventory and work-in-process inventory to confirm accuracy
- Assisted finished stores supervisor, as required, with all inventory control duties
- Liaised between production control and planning for oracle related inventory issues

Farmingdale, NY

June 20XX-August 20XX

Kumon Learning Center

Learning Instructor

- Instructed and mentored 300+ young, academically challenged students and assisted them with assignments and developing road-maps for success and their social skills
- Maintained relationships with 300+ parents by keeping them informed about child progress and served as their liaison to head instructors
- Contributed to a 43% increase in membership over 3 years with various promotional ideas and strategies, including the implementation of a referral discount and customer loyalty programs

Rockville Centre, NY

January 20XX-August 20XX

Mio Posto Ristorante

Staff Manager, Waiter

- Oversaw a 15+ staff to maximize customer experience and retention
- Coordinated and managed parties of 40-300 people, including the preparation of menus, decorations, staff, and other
- Contributed to a 92% rating of “very satisfied” for customer service recorded from 1,000+ customer survey responses

Oceanside, NY

June 20XX-August 20XX

Involvement:

Kappa Sigma Fraternity, Alpha-Sigma Chapter

Fundraising Chairman

- Planned 3 new and unique fundraising events that cumulatively raised \$1,500+ for organization while driving community relations and generating positive publicity
- Contributed to organization’s first annual philanthropic concert, which sold 1,000+ tickets and raised \$5,000+

The Ohio State University

April 20XX-Present

Recruitment Committee

- Recruited 12 new members using targeted strategies designed to identify and attract desired potential members who exhibit good organizational fit

August 20XX-Present

Buckeye Coastal Connections

Founding Member

- Founded a business networking community for students seeking opportunities on the American east and west coasts
- Initiated a marketing campaign for organization, resulting in 70+ new members

The Ohio State University

January 20XX-Present

Undergraduate Finance Association

Member

- Attend weekly meetings to network and enhance knowledge of the financial industry

The Ohio State University

January 20XX-October 20XX

Ohio State Barbeque Club

Member

The Ohio State University

April 20XX-October 20XX

ELIZABETH WILSON

(614) 555-9876 · wilson.657@osu.edu · 657 Dreamweaver Blvd. Columbus, Ohio 43201

OBJECTIVE Seeking a full-time marketing position beginning August 20XX

EDUCATION **THE OHIO STATE UNIVERSITY** Columbus, OH
Bachelor of Science in Business Administration August 20XX
Specialization: Marketing
Marketing GPA: 3.74
Self-financing 75% of all educational and living expenses

RELATED EXPERIENCE **Alpha Kappa Psi** The Ohio State University
Active Member March 20XX – Present
Professional Events Chair, Fisher Fall Career Fair September 20XX

- Worked with team members to organize a publicity campaign
- Created fliers, overheads, and a newspaper ad to promote the event
- Spoke in targeted classes encouraging students to attend the career fair
- Achieved a goal of over 2,000 students attending the 20XX Career Fair

Curry Marketing Group Columbus, Ohio
Marketing Intern June – September 20XX

- Reviewed restaurant product lines, brainstormed public relation activities
- Analyzed demographics and created target list, reviewed mechanics of consumer-directed marketing program
- Organized trade fair mailing list and handled registrations
- Solicited feedback from trade fair participants and submitted recommendations for improvements for 20XX event

OTHER EXPERIENCE **Kappa Delta**
Active Member January 20XX - Present
Vice President of Finance for 20XX Pledge Class January 20XX – March 20XX

- Managed budget for all social, philanthropic, and fundraising events hosted by the 23 person pledge class

Ohio Union Catering Columbus, Ohio
Catering Server September 20XX – May 20XX

- Explained menu and assisted guests in making dining decisions
- Served meals and responded to guest requests quickly and efficiently
- Assisted at large banquets and special university events, averaging 15 hours per week throughout the school year

ACTIVITIES **Slovenian Buckeye Society** September 20XX - Present
Assistant Coach for Summer Soccer Camp June 20XX – August 20XX

COMPUTER SKILLS Adobe PageMaker, PhotoShop
Web editing including: HTML, Dreamweaver, GoLive

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First Last

999-999-9999 • buckeye.1@osu.edu • Local Street Address • Columbus, OH 43201

EDUCATION:

The Ohio State University, Max M. Fisher College of Business

Columbus, OH

Bachelor of Science in Business Administration

May 20XX

- Specializations: Finance & Economics
- GPA: 3.94/4.00
- Dean's List 4 out of 4 semesters attended

Honors Contract

- 1 of 20 students chosen for program designed to build critical thinking, problem solving and leadership skills through the development and presentation of a research thesis (Honors Research Distinction)

Consulting Industry Clusters Program

- 1 of 30 students selected by faculty for highly competitive program that educates students in consulting and teaches critical thinking and problem solving skills through case studies and industry professional speakers

WORK EXPERIENCE:

Max M. Fisher College of Business

Columbus, OH

Educational Technology Professional

August 20XX-Present

- Responded to technology inquires and troubleshoot submissions to provide assistance to students and professors
- Assisted 200+ users by troubleshooting issues and ensuring programs and presentations are running efficiently

L.L. Bean

Columbus, OH

Sales Representative, Floor Lead, Store Opener

March 20XX-August 20XX

- Supported store expansion initiatives by aiding in marketing campaigns, store set-up and design, employee training, and implementing customer service standards
- Engaged with customers to evaluate their experiences in order to strategize how they can be more efficient
- Streamlined new store operating systems while leading training sessions for new employees

Ellsworth Golf Course

Hudson, OH

Caddy and Field Worker

March 20XX-August 20XX

- Prepared and maintained course for tournaments and day-to-day play
- Developed 100+ relationships with customers to maximize their experiences and retention rates

LEADERSHIP EXPERIENCE AND ACTIVITIES:

Kappa Sigma Fraternity, Alpha-Sigma Chapter

The Ohio State University

Grand Procurator (Vice President)

February 20XX-Present

- Head of internal judiciary system, risk management, house management, and scholarship for an organization with 108 active members
- Enhanced judiciary procedures through amendments to the organization's Constitution to administer punishments that add greater value to the community and university
- Restructured house management procedures to hold members more accountable for the use and cleanliness of the chapter house
- Spearheaded a capital campaign program by creating business plans, networking, and coming up with new and innovative ways of reaching out to alumni, raising \$1.1 million
- Allocated \$100,000 of fraternity budget to 7 committee chairmen after approving spending plans that align with the chapter's strategic goals

Public Relations Chairman

November 20XX-April 20XX

- Led the communication of events and updates through website management and 6 monthly newsletters to generate publicity for organization
- Created a monthly newsletter publication to communicate organization's events and accomplishments to 1000+ recipients, who include parents, alumni, school administrators, and national organization directors
- Coordinated organization's first annual philanthropic concert, which sold 1,000+ tickets and raised \$5,000+

Member

April 20XX-Present

- Volunteered 100+ hours for service projects and initiatives for the campus and local communities

TECHNICAL SKILLS AND INTERESTS:

- Technical Skills: Microsoft Excel, Access, PowerPoint
- Interests: College Sports, Distance Running, Italian Cooking

Verbs For Business Application Skills

Clerical

approved	collected	executed	obtained	recorded	specified
arranged	communicated	filed	operated	registered	standardized
assisted	compiled	gathered	ordered	retrieved	systematized
catalogued	completed	generated	organized	reviewed	tabulated
categorized	corrected	implemented	prepared	routed	trained
charted	dispatched	incorporated	processed	scheduled	transcribed
classified	distributed	inspected	proofread	screened	updated
coded	documented	monitored	purchased	sorted	validated

Creativity

acted	constructed	displayed	founded	invented	planned
adapted	created	drew	illustrated	modeled	revised
began	customized	entertained	initiated	modified	revitalized
combined	designed	established	instituted	originated	shaped
composed	developed	fashioned	integrated	performed	solved
conceptualized	directed	formulated	introduced	photographed	

Helping

adapted	assisted	demonstrated	familiarized	mentored	represented
advised	clarified	diagnosed	furthered	motivated	resolved
advocated	coached	educated	guided	prevented	simplified
aided	collaborated	encouraged	helped	provided	supplied
answered	contributed	ensured	insured	referred	supported
arranged	cooperated	expedited	intervened	rehabilitated	volunteered
assessed	counseled	facilitated	listened		

Teaching

adapted	coordinated	enabled	focused	instructed	taught
advised	created	encouraged	guided	motivated	tested
clarified	critiqued	evaluated	individualized	persuaded	trained
coached	developed	explained	informed	simulated	transmitted
communicated	educated	facilitated	instilled	stimulated	tutored
conducted					

Analytical & Financial

administered	assessed	computed	estimated	netted	reconciled
adjusted	audited	conserved	forecasted	planned	reduced
allocated	balanced	corrected	managed	prepared	researched
analyzed	budgeted	determined	marketed	programmed	retrieved
appraised	calculated	developed	measured	qualified	

Critical Thinking

analyzed	coded	conducted	discovered	formulated	observed
appraised	compared	designed	examined	identified	recommended
assessed	compiled	developed	explored	inquired	researched
calculated	computed	devised	focused	interpreted	segmented
categorized	conceived	diagnosed	forecasted	investigated	solved
charted					

Leadership

administered	contracted	enforced	incorporated	organized	replaced
analyzed	controlled	enhanced	increased	originated	restored
appointed	converted	established	initiated	overhauled	reviewed
approved	coordinated	executed	inspected	oversaw	scheduled

assigned attained authorized chaired charged considered consolidated	decided delegated developed directed eliminated emphasized	generated handled headed hired hosted improved	instituted led managed merged motivated navigated	planned presided prioritized produced recommended reorganized	secured selected streamlined strengthened supervised terminated
Technical					
adapted analyzed applied appraised assembled built calculated clarified collected compared compiled completed	computed conducted conserved constructed converted critiqued debugged designed detected determined developed devised	diagnosed engineered evaluated examined experimented explored extracted fabricated formulated functioned as gathered inspected	installed interviewed invented investigated located maintained measured operated organized overhauled printed	programmed refined regulated remodeled repaired replaced researched restored reviewed searched solved	specialized standardized studied summarized surveyed systematized tested trained transported upgraded utilized
Organizational					
achieved administered analyzed appointed approved arranged assigned assisted assumed responsibility attained authorized carried out catalogued categorized chaired channeled charted classified coded	collected compiled completed consolidated contracted controlled converted coordinated corrected corresponded delegated developed directed distributed eliminated emphasized enforced enhanced established	evaluated exceeded executed expanded filed generated headed hired hosted improved incorporated increased influenced initiated inspected instituted led logged	maintained managed mentored merged monitored motivated obtained operated orchestrated ordered organized oversaw pioneered planned prepared presided prioritized processed	produced provided purchased recommended recorded reduced registered reorganized replaced reserved resolved responded restored reviewed routed scheduled screened secured	selected standardized streamlined strengthened submitted succeeded supervised supplied surpassed systematized trained traveled updated utilized validated verified wrote
Teamwork					
accelerated accomplished achieved acquired activated adapted adjusted administered advised allocated analyzed	compared competed compiled completed composed computed conceived conducted confronted consolidated constructed	earned edited educated effected elicited employed encouraged endured enlisted entertained established	informed initiated inquired inspected installed instilled instituted instructed insured interpreted intervened	participated perceived performed persuaded planned predicted prepared prescribed presented presided processed	revised rewrote routed scheduled searched selected served serviced shaped shared simplified

annotated	contacted	estimated	interviewed	produced	solicited
anticipated	continued	evaluated	introduced	programmed	solved
applied	contracted	examined	invented	promoted	sought
appraised	convened	exchanged	inventoried	protected	specified
arranged	coordinated	executed	investigated	provided	stimulated
articulated	corresponded	exercised	judged	publicized	studied
assembled	counseled	exhibited	lectured	published	succeeded
assessed	created	expanded	listened	purchased	suggested
assigned	critiqued	expedited	located	questioned	summarized
attained	defined	experimented	maintained	recommended	supervised
authored	delegated	explained	managed	recorded	supported
balanced	delivered	explored	marketed	recruited	surveyed
briefed	demonstrated	facilitated	mastered	reduced	synthesized
budgeted	derived	financed	measured	regulated	systematized
calculated	designed	focused	mediated	reinforced	targeted
catalogued	detected	forecasted	modeled	rendered	taught
categorized	determined	formulated	modified	repaired	tested
chaired	developed	fostered	molded	reported	trained
changed	devised	grouped	monitored	represented	translated
channeled	diagnosed	guided	motivated	reproduced	tutored
charted	directed	identified	negotiated	researched	updated
clarified	discovered	illustrated	observed	resolved	utilized
coached	dispensed	implemented	obtained	responded	verified
coded	displayed	imposed	operated	restored	visualized
collaborated	distributed	improved	organized	retained	wrote
collected	drafted	increased	outlined	retrieved	
communicated	dramatized	influenced	oversaw	reviewed	

Communication

addressed	consulted	edited	involved	participated	resolved
advertised	contacted	elicited	joined	persuaded	responded
arbitrated	conveyed	enlisted	judged	presented	solicited
arranged	convinced	explained	lectured	promoted	specified
articulated	corresponded	expressed	listened	proposed	spoke
authored	debated	formulated	marketed	publicized	suggested
clarified	defined	furnished	mediated	reconciled	summarized
collaborated	described	incorporated	moderated	recruited	synthesized
communicated	developed	influenced	motivated	referred	translated
composed	directed	interacted	negotiated	reinforced	traveled
condensed	discussed	interpreted	observed	reported	wrote
conferred	drafted	interviewed	outlined		