

Sample Resume for Courses

D. JENNIFER CHANNING

Present Address
Campus Box 681
Winston-Salem, NC 27109

(336) 758-4567 • channi9@wfu.edu

Permanent Address
2222 Greenway Drive
Raleigh, NC 26135

EDUCATION

Wake Forest University, Winston-Salem, NC
Bachelor of Arts in History, minor in Italian, May 2013
Cumulative GPA: 3.2
Carswell Scholarship, awarded for leadership

Related Course Work

Public Speaking Marketing Microeconomics Macroeconomics

Example of how to add related courses to a resume for a specific job. List courses that develop skills relevant to the position.

FOREIGN STUDY

Casa Artom, Venice, Italy, Fall 2011
Enrolled in four courses including Italian Literature and Venetian Art History, both taught by Italian scholars.
Traveled independently through Austria and Slovenia.

EXPERIENCE

Intern, North Carolina Department of Cultural Resources, Raleigh, NC, Summer 2012

- Prepared operating budget and financial statements for director of finance.
- Participated in 3-month financial research project regarding financial reporting.
- Evaluated current departmental budget submission system and suggested improvements.
- Wrote 50-page final report and presented results to top management.

Sales Associate, Belk, Durham, NC, Summers 2009 and 2010

- Created original merchandise displays and promoted three lines of upscale perfume.
- Trained four new sales personnel on company policies and procedures.
- Assisted customers with selection and purchase of merchandise.
- Routinely surpassed monthly sales quotas; top seller for the month of July 2009.

ACTIVITIES

Volunteer, Contact Helpline of the Triad, Winston-Salem, NC, Fall 2011-Present

- Support and counsel callers on issues concerning rape, suicide, domestic violence, substance abuse, and mental illness. Refer them to community resources.
- Received a total of 70 hours of intense training, honing listening and communication skills.

Springfest Chair, Student Union, WFU, Fall 2011-Spring 2012

- Appointed to position by Student Union President based on previous event planning experience.
- Chaired a committee of 20 and managed a \$50,000 budget to coordinate, market, and produce a weeklong series of campus-wide events for entire student body.

Participant and Mentor, CHARGE Leadership Program, WFU, Fall 2010, Fall 2011

- Selected as one of 90 students to participate in an 8-week course, emphasizing leadership training and personal development.

SPECIAL SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint, and Access
Foreign Language: Proficient in Italian (written and spoken)

SAMPLE RESUME FOR STUDENT ORGANIZATIONS

AARON K. INGALLS

Campus Box 7777 | Winston-Salem, NC 27109 | 336.758.4444 | ingalls9@wfu.edu

EDUCATION

Wake Forest University, Winston-Salem, North Carolina, May 2013

Bachelor of Arts in Economics with a minor in English

GPA: Cumulative 3.3, Major 3.5

Summer Management Program, Wake Forest University Schools of Business, Summer 2012

Five-week intensive training in business disciplines including: Accounting, Finance, Marketing, Management Information Systems, Organizational Theory and Behavior, Production/Operations Management, and Strategic Management

LEADERSHIP ACTIVITIES

Regional Director, South Atlantic Affiliate of College and University Residence Halls, Fall 2012-Present

- Develop and interpret policy regarding student housing for the largest student-run organization in the country, consisting of 85 colleges and universities
- Chair a board of seven executive officers, manage a budget of \$39,000, and supervise the planning of two conferences for 500 delegates

President, Resident Student Association, Wake Forest University, Fall 2011-Spring 2012

- Organized campus-wide events focusing on diversity and culture for approximately 4,500 students
- Managed an organizational budget of over \$32,000
- Worked with students, staff, and administrators to address concerns facing on-campus students
- Presided over executive cabinet, executive board, 12 hall governments, and six subcommittees

Example of how to add a student organization listing specific actions and skills relevant to the position.

Chairperson, Hit the Bricks, Wake Forest University, Fall 2012

- Led weekly planning team meetings and oversaw five committee chairs and 20 other student committee members in planning this annual, campus-wide relay event which raises over \$20,000 for cancer research
- Utilized communication and problem-solving skills to assist committee members with decision-making related to event registration, marketing, speakers, sponsors, and awards

Resident Adviser, Residence Life and Housing, Wake Forest University, Fall 2010-Spring 2011

- Acted as leader, policy enforcer, counselor, mediator, program planner, adviser, and role model in a building of 375 residents
- Interviewed over 100 resident adviser candidates as a member of the Resident Adviser Selections Committee
- Named "Staffperson of the Year" 2010-2011

Managing Editor, *The Howler* Yearbook Staff, Wake Forest University, Fall 2010-Spring 2011

- Edited and wrote copy for the Athletics section of the 400 page publication
- Created weekly work assignments for photography staff and student life staff

Member, Honor and Ethics Council, Wake Forest University, Fall 2009-Spring 2010

- Elected by peers to represent Class of 2013
 - Involved with all steps of judicial process including investigation, advising, hearings, and sanctioning
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WORK EXPERIENCE

Office Assistant, Office of Residence Life and Housing, Wake Forest University, Summer 2011

- Took minutes at weekly department meetings for residence life and housing staff and residence hall directors
- Designed layouts for advertisements, schedules, and forms to be used by resident advisers

Sales Representative, Golf World, Vero Beach, Florida, School vacations 2008-2010

- Stocked and sold merchandise, prepared specialty orders, and organized company files
 - Reconciled daily earnings of the store
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COMPUTER EXPERIENCE

Proficient with Microsoft Word and PowerPoint; Adobe InDesign; Social Media (Facebook, Twitter, LinkedIn); Google Docs and Analytics

Sample Resume for Professional Development Workshops

D. JENNIFER CHANNING

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- Participated in 3-month financial research project regarding financial reporting.
- Evaluated current departmental budget submission system and suggested improvements.
- Wrote 50-page final report and presented results to top management.

Sales Associate, Belk, Durham, NC, Summers 2008 and 2009

- Created original merchandise displays and promoted three lines of upscale perfume
- Trained four new sales personnel on company policies and procedures
- Assisted customers with selection and purchase of merchandise while providing excellent customer service.
- Routinely surpassed monthly sales quotas of \$2,000; awarded as top seller for the month of July 2009.

ACTIVITIES

Volunteer, Contact Helpline of the Triad, Winston-Salem, NC, Fall 2010-Present

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- Received a total of 70 hours of intense training, honing listening and communication skills.

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SPECIAL SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint, and Access

Foreign Language: Proficient in Italian (written and spoken)

Professional Development: *Participant, Outclass the Competition: Project Poise and Polish—An Etiquette Seminar, WFU, March 2012*

Example of how to list professional development workshops. List yourself as the participant, and include the workshop title, location, and month/year of the event.