

IDENTIFICATION EXAMPLES

AUDREY REID WILLIAMS

CAMPUS ADDRESS

410 Olson Hall
Kent, Ohio 44243
(330) 672-3234
(Until May 20, 20XX)

PERMANENT ADDRESS

3550 West Market Street
Akron, Ohio 44300
(330) 898-2547
arwilliams@yahoo.com

Bret T. Marsh

CURRENT ADDRESS

337 Clark Hall
Kent, Ohio 44242
(330) 672-5892
bmarsh@kent.edu

PERMANENT ADDRESS

3465 West 34th Street
Cleveland, Ohio 44100
(216) 324-2984
(After May 31, 20XX)

RICK WAYNE

4335 Summit Street
Kent, Ohio 44240
(330) 678-4629
rwayne3@kent.edu

OBJECTIVE EXAMPLES

OBJECTIVE

Seeking a fall 20XX internship using acquired accounting and finance knowledge.

OBJECTIVE

An entry-level finance position leading to management. Willing to relocate.

OBJECTIVE

Desiring position as a general news and/or sportswriter with a Midwestern paper.

OBJECTIVE

To obtain a summer internship in the field of sports broadcasting.

OBJECTIVE

Seeking a position as a facilitator in a church, to assist the pastor, church organizations, and church youth. Will relocate.

OBJECTIVE

An entry-level social work position dealing with substance abuse.

OBJECTIVE

Seek human services position in an agency that requires strong grant writing experience.

SUMMARY EXAMPLES

SUMMARY

Experienced in international banking. Speak fluent German and Spanish. Financial Management degree from a private college. Exceptional communication skills and ability to quickly adapt to other cultures.

Summary

Several years experience in marketing and management with focus in market research. Proven communication skills, both written and oral.

SUMMARY

Experienced in many aspects of computer programming. Five years professional work experience at 3M with training by two senior analysts. Bachelor's degree in Computer Science.

SUMMARY STATEMENT

Experienced in many aspects of broadcast journalism. News Room Assistant at WEWS television. Excellent editing and organizational skills.

SUMMARY

Experienced in case management with six years handling substance abuse and child neglect

EDUCATION EXAMPLES

EDUCATION

Bachelor of Business Administration, May 20XX

Kent State University, Kent, Ohio

Majors: Accounting/Business Management

GPA: 3.92

Additional Coursework in Computer Science:

Operating Systems, Computer Networks, Systems Programming, Web Design & Programming

EDUCATION

Master of Arts, May 20XX

Kent State University, Kent, Ohio

Concentration: Individual and Family Studies

GPA: 4.0

Thesis: *Above and Beyond: High-Achievers
in Disadvantaged Schools*

Bachelor of Arts, May 19XX

University of Akron, Akron, Ohio

Major: Sociology

GPA: 3.4

EDUCATION: **Bachelor of Arts**, December 20XX

Kent State University, Kent, Ohio

Major: Spanish Minor: German

Major GPA: 3.4

Latino Studies, August - December 20XX

Universidad Nacional Autonoma de Mexico, Mexico City, Mexico

German Language and Culture Coursework, May - June 20XX

Goethe Institut, Graffing bei Munchen, Germany

EDUCATION:

Bachelor of Science, May 20XX

Kent State University, Kent, Ohio

Major: Fashion Merchandising

Diploma, June 20XX

Western Reserve Academy, Hudson, Ohio

GPA: 3.8

Significant Coursework: Fashion Fundamentals, Fashion Visuals, Fashion Fabrics, Fashion Drawing I,
Marketing Research, Store Operations

EDUCATION: Associate of Applied Science, May 20XX

Ashtabula Campus – Kent State University, Ashtabula, Ohio

Major: Nursing

SPECIAL SKILLS EXAMPLES

SPECIAL SKILLS: Travel: Spain, Portugal, and Belgium
Languages: Fluent in Spanish and Portuguese; conversant in French
Computer Skills: Macintosh applications including QuarkXpress 6.0, Claris Works and Adobe PageMaker

Computer Skills: Windows 2000/XP, JAVA, Microsoft Excel, PowerPoint

Foreign Languages: Fluent in German and Japanese

COMPUTER SKILLS Operating Systems: Unix, MS-DOS, Windows95/98/2000/NT
Programming Languages: JAVA, CFML, Euphoria, Linux, C++

WORK EXPERIENCE EXAMPLES

RELATED EXPERIENCE

Field Experience Intern, Townhall II Substance Abuse Program, Kent, Ohio.

Acted as a team member by preparing and presenting lectures to residents. Provided leadership in small and large groups. Completed social histories and conducted initial assessments. Helped develop treatment plans for individuals. (January - May 20XX)

RELATED WORK EXPERIENCE

Extern, *Scott Advertising*, Chagrin Falls, Ohio, January 20XX

Observed in the areas of general accounting, cost accounting, payroll, accounts payable and receivable, billing, and credit. Reinforced desire to become accountant.

ACCOUNTING EXPERIENCE

Staff Accountant/Intern, Arthur Andersen, Cleveland, Ohio, Spring 20XX

Participated in eight audits (banks, colleges, and schools). Handled cash receipts, cash disbursements, accounts payable, and payroll. Prepared corporate tax returns.

OTHER WORK EXPERIENCE

Computer Operator and Grader, Math Department, Kent State University, Kent, Ohio, 20XX-20XX

Secretary, English Department, Kent State University, Kent, Ohio, 20XX-20XX

Salesperson, Cedar River Country Club, Adams, Minnesota, Summer 19XX

RELATED WORK EXPERIENCE

Clerk, *Apples Food Store*, Tallmadge, Ohio, 20XX-Present. (Worked while attending college.) Ordered merchandise for frozen, dairy, and produce; verified and paid bills; calculated retail prices; analyzed and balanced accounts; prepared and made bank deposits up to \$6000.

BROADCAST EXPERIENCE

Sports Director, WKSR - FM, Kent State University, Kent, Ohio. July 20XX - May 20XX

Reported sports, broadcasted live play-by-play of basketball and baseball games, ordered telephone lines for broadcasting away games, and supervised two other sportscasters.

INTERNSHIP

International Representative, United Bank of Denver, Denver, Colorado, 20XX.

- Responded to customer and internal bank inquires about international services.
 - Researched political and economic conditions for reports in Saudi Arabia.
 - Gained knowledge in letter of credit document negotiation and foreign currency.
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RELATED WORK EXPERIENCE

Admissions Tour Guide Vice President, Kent State University, Kent, Ohio, 19XX-Present

- Developed and trained 17 participants in Admissions outreach programs.
- Participated in staff meeting discussions about retention and enrollment management.
- Recruited students from eight area high schools.
- Aided staff in recruitment of transfer students from Cuyahoga Community College.
- Assisted in selection, training, and scheduling of 60 tour guides.

RECREATION EXPERIENCE

Backpacking Co-Director and Counselor, Outlaw Ranch, Custer, South Dakota (Summers 20XX and 20XX)

- Organized backpacking program that served 100 high school students.
- Ordered food and equipment.
- Planned and presented orientation programs.
- Educated campers and maintained order.
- Counseled all ages of children and adults in an outdoor environment.
- Led 10 groups of 10 high school students in mountains for week-long trips.

Football Supervisor, Summit County Parks and Recreation, Akron Ohio (Falls 20XX and 20XX)

- Planned and supervised the flag football program for 50 grade school boys.
- Created ways to motivate the players and make football interesting and fun.

COUNSELING EXPERIENCE

Advising Center Peer Counselor, Hiram College, Hiram, Ohio (September 20XX-Present)

- Assisted students with academic advising.
- Conducted seminars on careers.
- Interviewed over 50 freshmen to determine career development needs.
- Wrote articles for office newsletter.

Resident Assistant, Kent State University, Kent, Ohio (September 20XX-May 20XX)

- Functioned as liaison between 48 residents and college administration.
- Counseled and advised residents on personal and college related problems.
- Planned educational programs including fundraisers.
- Assisted with administrative details.

LEADERSHIP EXPERIENCE EXAMPLES

LEADERSHIP SKILLS

President, Kent State Education Association, Kent State University (20XX - Present)

Conducted monthly meetings and secured guest speakers, functioned as liaison between association and faculty.

Vice-President, Outdoor Club, Kent State University (20XX – 20XX)

Organized annual backpacking week, involving over 40 members. Established outdoor education program providing activities and guidance to area youth.

President, Art Education Council, Kent State University (19XX – 20XX)

Planned educational programs. Developed an arts exploration program allowing local high school students to tour the Kent State University Art Gallery.

LEADERSHIP EXPERIENCE

Vice President, Sigma Alpha Epsilon Fraternity, Kent State University, Kent, Ohio (20XX-XX)

Assisted President with management of 65 member fraternity; conducted meetings in President's absence; managed fundraising project for United Cerebral Palsy.

LEADERSHIP

Instructor, University Orientation, Kent State University, Kent, Ohio (20XX-Present)

Advised 25 new freshmen on university resources; co-taught an eight-week accredited course with faculty member, assessed the class performance of students in order to assign accurate grades.

Lake Hall Representative, Kent Interhall Council, Kent State University, Kent, Ohio (20XX-20XX)

Served as a liaison between students and campus administrators; proposed and voted on policies designed to improve life within residence halls; elected as the council representative for Lake Hall.

LEADERSHIP EXPERIENCE

Kent Student Ambassadors:

Vice President (20XX-20XX)

Served as a student representative to current and prospective students, members of the community, alumni, faculty and administration. Assisted various departments with numerous campus events.

Kent State University Student Senate: Senator for Academic Affairs (20XX-20XX)

Solicited student input into academic policy. Represented student body to university officials.

HONORS / ACTIVITIES EXAMPLES

HONORS AND ACTIVITIES

COLLEGE:

Kappa Delta Pi
Kent Band, Treasurer
Kent Interhall Council
Dean's List

HIGH SCHOOL:

Valedictorian
German Club
Rotary Club Achievement Award
National Honor Society

HONORS

- Dean's List, six semesters
 - National Dean's List
 - Phi Beta Lambda - Steering Committee Member
 - Phi Beta Lambda-State Competition
 - First place award, Accounting I
 - Third place award, Payroll Accounting
 - Lutheran Mutual Scholarship for Outstanding Leadership
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ACTIVITIES AND HONORS

Who's Who Among Students in American Universities, 20XX
Prentice Hall President, 20XX
Most Valuable Player, Tennis Team, 20XX
Intramurals, 20XX

INTERESTS EXAMPLES

INTERESTS

Playing the clarinet, scrap booking, and coin collecting

PERSONAL INTERESTS

Hiking, camping, sailing, golf

INTERESTS

Cooking, European travel, gardening, knitting

**References for
LAUREL A. KELLER**

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