

General Resume Sample

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EDUCATION

Borough of Manhattan Community College, New York, NY

Associate in Arts Degree; Major: **Business Administration**

Expected Date of Graduation: May 20XX

WORK EXPERIENCE

Best Buy, New York, NY

Sales Associate

January 20XX – Present

- Manage and process cash and credit transactions totaling \$3,000 daily
- Assist in completing price changes within various departments
- Communicate with floor supervisors to process and replenish merchandise and monitor floor stock

Eastchester Elementary School, Brooklyn, NY

Teacher's Assistant

October 20XX – November 20XX

- Tutored students, ages 2-10 years old, in reading and math to help raise assessment scores
- Supported fifth grade teachers with creating and implementing lesson plans in reading, writing, and math

INTERNSHIP EXPERIENCE

Flushing Hospital Medical Center, Flushing, NY

July 20XX – August 20XX

Clerical Assistant

- Performed customer service by answering and directing telephone calls
- Filed and maintained patient medical records while ensuring HIPAA guidelines were met

VOLUNTEER EXPERIENCE

Edward R. Murrow High School Guidance Department, Brooklyn, NY

Office Assistant

September 20XX – May 20XX

- Created and updated student files using Microsoft Excel
- Escorted students to and from classes, as well as program office

EXTRACURRICULAR ACTIVITIES

Borough of Manhattan Community College, New York, NY

Outreach Club Volunteer

May 20XX – Present

- Perform various community service activities, including raising \$2,500 for an annual March of Dimes Walk through bake sales

Edward R. Murrow High School, Brooklyn, NY

- *Basketball Team Member*

July 20XX – June 20XX

HONORS AND AWARDS

Dean's List – Borough of Manhattan Community College

Fall and Spring 20XX

Edward R. Murrow Humanitarian Award

June 20XX

LANGUAGE SKILLS

Fluent in spoken and written French; conversational in German

COMPUTER SKILLS

- Working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook on both Windows and Mac systems
- Understanding of social media platforms including Facebook, Twitter, Instagram, and LinkedIn

BLANK RESUME TEMPLATE

Tips:

- Experiences should be listed most recent to past
- Save your resume file as "FirstName Last Name – Resume" this way employers know who you are

HEADING *(Do not put the word HEADING in your resume)*

Name _____
Address _____
Phone _____
Professional Email (student email is okay too) _____

EDUCATION

Current or most recent College/University, City, State _____
Degree, Major, Month and Year of Completion or Anticipated Graduation Date _____

RELATED COURSEWORK *(Optional)*

Coursework relevant to targeted position

- _____
- _____
- _____
- _____

RESEARCH PROJECTS *(Optional)*

Class or personal projects completed relevant to targeted position

- _____
- _____

LICENSES/CERTIFICATIONS (Be sure to include expiration dates) *(Optional)*

- _____

WORK EXPERIENCE ("Related Experience" or "Internships", "Clinical Rotations," from the most recent to the oldest)

Name of Company/Organization, City, State _____
Job Title _____ Dates of Employment _____

Brief overview of role and responsibilities, using impact action verbs, accomplishments, and achievements:

- _____
- _____
- _____

Name of Company/Organization, City, State _____
Job Title _____ Dates of Employment _____

Brief overview of role and responsibilities, using impact action verbs, accomplishments, and achievements:

- _____
- _____
- _____

* **ADDITIONAL EXPERIENCE:** Use the same format as your work experience to list additional experience such as Internship, and Volunteer categories

EXTRACURRICULAR ACTIVITIES

- _____
- _____

HONORS AND AWARDS (From college, or work/internship/volunteer experience)

- _____

LANGUAGE SKILLS (indicate written and/or spoken proficiency, English not necessary even if it is your 2nd language)

- _____

COMPUTER SKILLS (indicate proficiency level [familiar with, knowledge of, proficient in, intermediate in, or beginner in])

- _____
- _____
- _____