

# Sample Functional/Combination Resume

## TERRY A. JONES

2436 E. Highland Ave.  
Costa Mesa, California 92704  
(714) 836-4242

**Career Objective:** A customer service position in the financial industry.

### Education

Bachelor of Arts in Sociology.  
California State University, Fullerton, June 2001

### Work Experience

Banking Services Representative, Wells Fargo Bank  
Santa Monica, CA (October 1999 - present)  
Open checking, savings, and time-deposit accounts.  
Provide customer service.  
Aid branch manager with business development.  
Analyze loan applications and monthly payments.

Sales Representative, Zenith Fashions  
Santa Monica, CA (October 1997 - September 1999)  
Selected and ordered merchandise with manager.  
Coordinated delivery and billing of vendors.  
Executed sales, returns, and exchanges.

Sales Clerk, Gordon's Camera Shop  
Santa Monica, CA (June 1995 - September 1997)  
Sold merchandise to customers.  
Filed and maintained inventory records.  
Reordered stock items.

### Honors and Activities

Junior Class Representative to Student Senate, 1999  
Winner of Fullerton Business Association Award, 1999-2000

## TERRY A. JONES

Permanent Address  
2436 E. Highland Ave.  
Costa Mesa, CA 92704  
(714) 836-4242

Present Address  
736 Nutwood Ave., #D  
Costa Mesa, CA 92704  
Fullerton, CA 92635  
(714) 529-2932

### CAREER OBJECTIVE

A customer service position in the financial industry.

### QUALIFICATIONS AND RELATED EXPERIENCE

- Administrative** Selected merchandise for retail store; placed orders with vendors; coordinated delivery and billing with vendors; maintained files and inventory records; reordered stock items; opened checking, savings, and time-deposit accounts; provided customer service; assisted branch manager with business development; analyzed monthly payment loans for approval or denial; assisted with loan applications.
- Sales** Promoted and sold merchandise on commission basis; handled direct sales to customers; introduced and explained bank services to customers.
- Interpersonal** Resolved customer problems with billing and purchases; acted as liaison between retail store and vendors; assisted customers with problems related to their accounts.

### EDUCATION

Bachelor of Arts, Sociology  
California State University, Fullerton, June 2001

### EMPLOYMENT HISTORY

- 10/00 - Present Wells Fargo Bank, Santa Monica, CA  
Banking Services Representative
- 10/98 - 9/00 Zenith Fashions, Santa Monica, CA  
Sales Representative
- 6/97 - 9/98 Gordon's Camera Shop, Santa Monica, CA  
Sales Clerk

# Sample Teaching Resume

**Mary Smith**  
123 Main Street  
Riverside, CA 92823  
(909) 555-3210

**OBJECTIVE:** A position in software design, development, and testing.

**EDUCATION:**

Bachelor of Science, Computer Science and Mathematics  
California State University, Fullerton, Degree June, 2001. 3.25/4.0 GPA

**RELATED COURSE WORK:**

Automata Theory and Formal Languages	Programming Languages
Algorithm Design and Analysis	Database Systems
Data Structures and Programming Techniques	Computer Graphics
Computer Structure and Assembly Language	Simulation and Modeling
Introduction to Computer Architecture	
Introduction to Artificial Intelligence	

**PROFESSIONAL EXPERIENCE:**

NASA/Ames Flight Support Branch, Mountain View, California  
Computer Programmer (June 2000 - September 2000)  
Learned VAX/VMS system and Machine and Assembly Language.  
Developed understanding of Ingres database and EqueL preprocessor.  
Revised existing program to maintain flight schedules by integrating with Ingres database.  
Introduced new program to find a peak frequency of input using the Marinc0 array processing board and Vectrix graphics monitor.

**COMPUTER SKILLS:**

Advanced pascal, Modula-II, C, Icon, LISP, and FORTRAN.  
Machine and Assembly Language for the PDP-11 and M68000.  
Ingres database, dBASE III, and EqueL preprocessor.  
UNIX and VAX/VMS systems.

**PREVIOUS EMPLOYMENT:**

Mathematics Intern, Fullerton High School, Fullerton, California,  
April 2001 - June 2001  
Tutor and Grader, California State University, Fullerton,  
September 1999 - Present  
House Painter, Huntington Beach, California,  
June 1997 - September 1999

**MEMBERSHIPS:**

Computer Science Club, CSUF Concert Band, Intramural Tennis,  
Society of Women Engineers, African American Students United

**REFERENCES:**

Furnished upon request.

**TEACHING RESUME**

12345 Local Drive  
Somewhere, CA 90604  
(714) 987-6543

**CREENTIAL** Multiple Subject Credential, CLAD Certification  
(Expected June 2002)

**EDUCATION** California State University, Fullerton June 2002  
Elementary & Bilingual Teacher Education Program  
(CBEST Exam passed 6/00; MSAT Exam passed 7/01)  
University of California, Los Angeles June.2000  
B.A. Women's Studies, B.A. Psychology

**EXPERIENCE** Glenview Elementary School, Placentia, CA Spring 2001  
Placentia Yorba Linda School District  
Student Teacher, Fourth Grade  
Final student teaching assignment in progress. Teach all units of district curriculum. Integrate social and curricular learning in classroom that includes limited English and special education learners. Participate in parent night and parent-teacher conferences.

Jordan School, Whittier, CA - Lowell Joint School District Fall 2001  
Student Teacher, First Grade  
Created math learning centers using manipulatives. Integrated math and language arts lessons with quality children's literature. Taught science concepts via hands-on learning activities and discussion.  
Used phonics and phonemic awareness activities daily to reinforce alphabet and language skills.

Valencia Park School, Fullerton, CA - Fullerton School District Spring 2001  
Volunteer, Grade 2  
Led small group phonics and reading activities. Assisted teacher with lessons, transition periods, and grading. Administered spelling tests and performed daily morning activities.

Scott Avenue School, Whittier, CA - East Whittier School District Fall 2000  
Observer, Combination Grades 2/3  
Worked with individuals, small groups, and whole class in language arts, math, science, and physical education. Organized classroom materials. Duties included grading, reading aloud and leading transitions.

**RELATED EXPERIENCE**

Psychology Tutor, University of California, Los Angeles 9/98 to 6/00  
Facilitated tutorial sessions and taught class material to undergraduates.  
Attended regular meetings with faculty to coordinate lesson plans.  
Taught basic research methods and data analysis. Assisted students with the design, implementation, and analysis of research projects.

**ACTIVITIES** Volunteer Counselor, Sunshine Summer Day Camp 1997,1998  
AIDS Project Los Angeles volunteer and fundraiser.

**REFERENCES** Placement file and references available upon request.

# Sample Resumes

JANE SMITH  
2468 N. Tustin Ave. #1, Santa Ana, CA 92000  
Home: (714) 765-4321  
Mobile: (714) 987-6543  
Email: yourname@youremlserver.com

## OBJECTIVE

Seeking entry level opportunity to build a career in advertising where I can combine my interpersonal communication skills and my interests in media research.

## EDUCATION

B.A., Communications  
California State University, Fullerton  
Emphasis: Advertising  
August 2001

## RELEVANT COURSEWORK

Principles of Advertising  
Advertising Communications Management  
Advertising Creative Strategy and Execution  
Writing for Advertising  
Advertising Campaigns  
Principles of Communication Research

## RELATED SKILLS & EXPERIENCE

- ◆ Saturn Automobile Promotion: Conducted primary and secondary research on consumers' perceptions toward Saturn and sought solutions to improve the dealership location awareness and sales.
- ◆ **General Motors Marketing Internship:** Worked on development and execution of automotive marketing programs under the General Motors Marketing Internship program.
- ◆ Proficient in Microsoft Word, Excel and Photoshop.
- ◆ Extensive application of World Wide Web in research.
- ◆ Fluent in Spanish.
- ◆ Good with people, organized, ability to take direction as well as take initiative.

## EMPLOYMENT SUMMARY

Personally financed 100% of education through the following employment:

<b>English Tutor</b>	California State University, Fullerton	2001-Present
<b>Sales Manager</b>	Casa de Oro Jewelry	2000-Present
<b>Clerical Assistant</b>	Law Offices of Rafael Olmos	1999-2000
<b>Administrative Assistant</b>	Therapy Offices of Dr. J. R. Molino	1998-1999
<b>Salesperson &amp; Cashier</b>	Local Beauty Supply	1997-1998

## AFFILIATIONS

Golden Key National Honor Society  
Beta Gamma Sigma

REFERENCES AVAILABLE UPON REQUEST

## Chuck Colemansson

1234 South Onsome Street, Anaheim, CA 92000  
Email: youraddress@youreml.com  
Home: (714) 777-8888

**OBJECTIVE:** A challenging on-set or office position with an active production company where I can use and build upon my knowledge of production management.

## EDUCATION:

California State University, Fullerton  
Major in Theatre with Concentration in Acting  
Fullerton, CA  
Degree Expected May 2002

## PRODUCTION EXPERIENCE:

01/01-02/01 **Asst. Stage Manager** *Whoopi Goldberg-Front and Center!* 2001 Anaheim Pond  
12/99-02/00 **Asst. Stage Manager** *Tony Bennet-Front and Center!* 2000 Anaheim Pond

- ◆ Responsible for: Running and Coordinating Performer and Tech Rehearsals, Maintaining Scheduling and Attendance Records, Prop Acquisition, Set and Stage Preparation
- ◆ Acted as Talent Coordinator for Hosts, Performers, and Guests
- ◆ Assisted Director, Stage Manager and Choreographer with Production and Rehearsals
- ◆ Maintained headset Communication between Stage Manager, Performers, Audio Technicians, Production Assistants, and Scenic Technicians during Performances

6/00-8/00 **Stage Manager** *S'Wonderful!* CSUF and Brea Town Center Fullerton, CA

- ◆ Responsible for: Oversight of All Duties of Asst. Stage Manager
- ◆ Maintained Scheduling and Attendance Records
- ◆ Called all Tech Rehearsals and Performances
- ◆ Mediated and Maintained all Communication between Lighting, Audio, and Stage Crews during rehearsals and Performances

07/97-12/97 **Scenic Technician** *WXY Television Network* Beachton, DE

- ◆ Responsible For: Assessing the needs of each show individually, and collaborating with members of Sets and Props Team to execute construction of each set
- ◆ Assisting in the Planning, Construction and Striking of Sets for Live Broadcast Productions, Bumpers, and Segments
- ◆ Developed and Maintained Sets and Props System of Organization
- ◆ Handled the Storage of Sets, Props and Equipment

## MANAGEMENT AND SUPPORT SKILLS & EXPERIENCE:

- ◆ Monitored and Operated four Administrative phone lines for the Wilmington, Delaware Police Department, 5/98-7/99.
- ◆ 911 Police Phone Monitor and Dispatcher - Previous NCIC Certification, E-911 Certification.
- ◆ Office Manager for Fullerton Foundation, CSUF Department of Theater and Dance, 8/99 - 6/00. Managed Office Organization and Mail Room Operations, Filing, Document Pick up and Delivery, Telephone Procedures, Creating and Maintaining Records of Inventory, Hours, Mailing Lists, Personnel Files, and Distribution of Information and Material.
- ◆ Extensive experience in use of MS Excel, Publisher, Word, Windows and the Internet.
- ◆ Supportive and Pro-Active as part of a team.
- ◆ High Performance under Pressure and Responsibility in Leadership positions.

## TECHNICAL SUPPORT SKILLS & EXPERIENCE:

- ◆ Performed in numerous Main Stage plays, One Acts, and Theatrical Events at CSUF
- ◆ Familiar with Live Network Broadcasts and On-Set Operations.
- ◆ Proficient with Cannon XL-1 Digital Camera.
- ◆ Proficient with iMovie Editing Software, Mac G-4, Familiar with Final Cut Pro.

## ACADEMIC ACHIEVEMENTS:

- ◆ Recipient of the Gretchen Kanne Scholarship for Outstanding Academic and Theatrical Service and Performance 2000
- ◆ Dean's Honor Roll 1998 - 2001

REFERENCES AVAILABLE ON REQUEST

# Sample Resumes

123 Main St  
Fullerton, CA 92834

JOE STUDENT  
(714) 555-1212 joestudent@hotmail.com

**OBJECTIVE** A rewarding, challenging position that will capitalize on successful SALES/MARKETING, MANAGEMENT and CUSTOMER SERVICE experience.

**EDUCATION** Bachelor of Arts, Business Administration, concentration in Marketing California State University Fullerton, May 2001 (GPA 3.62)

## SKILLS AND QUALIFICATIONS

**SALES AND MARKETING** Regional Sales Manager Latin America. Compass International, Fullerton. November 1999 through April 2001  
By prospecting through the Internet and the Latin American Chambers of Commerce, increased sales from 17 K to 130K per month in a period of nine months. In addition to developing sales, serviced new and existing accounts. Daily responsibilities included price negotiations, invoices, and quotes. Also, writing reports about sales, inventory transfers, forecasts, and trip expenses. Critical attention to detail was required on shipment coordination and consolidation (export). Planned, budgeted and executed business trips to Argentina, Chile, Costa Rica, Guatemala, Mexico and Panama.

**MANAGEMENT** Three years experience in management in the restaurant industry. As Shift Manager, responsible for scheduling, purchasing, and inventory control. Personal responsibilities included hiring, training and motivation. High volume facility with sales of over 80K/week required ability to work with large amounts of money; processed deposits and completed all paperwork and record keeping. Maintained excellent customer relations by handling complaints effectively and investigating problems. Developed various marketing strategies for increasing return business.

**SERVICE** Eight years experience as a dining room attendant. Handled high volume of traffic effectively. Well-developed priorities and time management. Handled stress and occasional adverse situations effectively and with humor. Maintained excellent relations with peers and supervisors. Customers often requested my station.

**COMPUTER SKILLS** Windows 98/NT, Microsoft Office 2000 (Word, Excel, Access, PowerPoint) Word Perfect, Claris Works, Internet Explorer/Netscape.

**SPECIAL SKILLS** Excellent verbal and written communication in Spanish and English. Strong presentation and negotiating skills, business development experience.

**MEMBERSHIPS** American Marketing Association

**Max J. Benson**  
123 S Main St  
Orange, CA 92669  
Voice: (714) 555-7233

## OBJECTIVE

To obtain a finance or accounting position with a small to mid size CPA firm.

## EDUCATION

**Bachelor of Arts in Business Administration, Accounting Concentration**  
California State University, Fullerton, August 2001  
Accounting GPA 3.69  
Overall GPA 3.35

## EMPLOYMENT

**Accountant** California Association of Governments  
Long Beach, April 2000 – present

- ◆ Prepare and analyze financial statements for Association records and files
- ◆ Perform monthly bank reconciliation
- ◆ Reconcile balance sheet accounts

**Staff Accountant** John Q. Smith, CPA  
Fullerton, December 1999 to March 2000

- ◆ Prepared and analyzed financial statements for clients
- ◆ Performed monthly bank reconciliation
- ◆ Reconciled fixed assets with tax returns
- ◆ Performed audit engagement and review for small to mid-sized companies
- ◆ Prepared personal, corporate and partnership income tax returns

**Accounting Assistant** Bismarck Financial Services, Inc.  
Orange, July 1997 to December 1999

- ◆ Prepared and analyzed monthly financial statements for clients
- ◆ Performed monthly bank reconciliation
- ◆ Processed payroll and related reports
- ◆ Completed sales tax returns

## HONORS & ACTIVITIES

- ◆ Dean's list, California State University, Fullerton
- ◆ Accounting Society – CSUF

## TECHNOLOGY

- ◆ Windows 2000/NT
- ◆ Microsoft Office Suite, including Excel; QuickBooks; Lacerte

# Sample Resumes

**Karen Job**  
601 Northwest Parkway  
Long Beach, CA 12345  
560-477-1111

**OBJECTIVE** Secure a management trainee position with Ajax Inc.

#### SKILLS & ABILITIES

- ◆ Excellent communication skills (verbal and written)
- ◆ Proven interpersonal skills, Fast learner and excellent people skills
- ◆ Excellent organizational skills (team building)
- ◆ Proven problem-solving skills
- ◆ Multifaceted computer skills and office management

#### ACCOMPLISHMENTS

- ◆ Designed and developed the Golden Key web site
- ◆ Designed new customer database for Environmental Recovery Systems to improve customer-tracking efficiency

#### WORK EXPERIENCE (WHILE ATTENDING SCHOOL)

**1999-2001 Re/Max of Long Beach** Long Beach, CA  
**Real Estate Associate**

Responsible for office management and information systems, coordinated activities related to listings, closings, and customer relations. Also assisted in market development.

**1996-1999 Golden Key High School** Long Beach, CA  
**Information Systems Intern**

Served as Golden Key web master. Responsible for PC maintenance, installation of software, applications support and help desk.

**1995-1996 Environmental Recovery Systems** Savannah, CA  
**Administrative Assistant**

Provided support to company president and five sales personnel. General office procedures and customer relations.

#### EDUCATION & AFFILIATION

- ◆ California State University, Fullerton, CA  
B.A. degree in Psychology May 2002
- ◆ Advanced coursework in informational systems
- ◆ Member Golden Key National Honor Society

CAROL OLDHAM  
639 Walnut Creek, Santa Ana, CA 92831  
(714) 639-4878

#### OBJECTIVE

Internship with a human services organization centering on alcohol rehabilitative counseling in a community, residential or institutional setting.

#### RELEVANT QUALIFICATIONS

- ◆ Served as both participant and advisor in alcohol and drug, abuse recovery process including an Alcoholics Anonymous, 12-Step Program.
- ◆ Keen sensitivity to peoples' feelings and needs to enable joining with clients in early stages of interaction. Direct experience with the maladjusted and mentally ill.
- ◆ Trained to uncover key factors that contribute to an individual's problem situation.
- ◆ Confident facilitator; relate comfortably with diverse cultural and socio-economic population individually or in groups.
- ◆ Fully capable of handling assignments involving detailed record keeping, analysis and reporting. efficiently follow through completion.

#### EDUCATION

B.A. Human Services, May 2001. GPA 3.3  
California University Fullerton  
Curriculum focus included: Introduction to Community Psychology; Psychology of Adjustment; Social Psychology; Racial and Ethnic Relations; Quantitative Methods in Psychology; Facilitating Interaction Process I; Peer Counseling; Group Dynamics.

#### PROFESSIONAL EXPERIENCE

- Internship as Assistant to Intake Coordinator at Hope House, a psycho-social rehabilitative agency in Orange, CA (January- May 2001).
- ◆ Co-led several groups of mentally ill chemical abusers (MICA), focusing on their recovery.
  - ◆ Assisted in assessing and prioritizing service requirements for new clients.
  - ◆ Oriented prospective clients to the rehabilitative setting and the programs available to them.
  - ◆ Facilitated the adjustment of introductory groups on a daily basis, providing them with support and encourage to stay with the program.
  - ◆ Scheduled clients for activities and coordinated community-based services for their welfare.
  - ◆ Helped mentally ill clients to master the practical aspects of everyday living through a 10-week program, which utilized a patient, personally attentive approach.
  - ◆ Implemented a major project for the institution, involving the collection and analysis of data on the intake process obtained from responses by 92 psycho-social agencies. Conclusions drawn from this material were presented at a professional conference.

#### OTHER EMPLOYMENT

Office Manager/Ophthalmic Apprentice, Artistic Eyewear, Santa Ana, CA (1998-2001)  
Hairdresser, International Salon, Santa Ana, CA (1997-1978)

#### SPECIAL TRAINING/CREDENTIALS

Certified in CPR and First Aid  
CA licensed Beautician (current cosmetology license)

#### VOLUNTEER ACTIVITIES

Member of St. Paul's parochial school board, Chino, CA. Serve as tuition officer and participate in fund-raising events.

# Sample Resumes

## Chris Money

178 Green streets  
Irvine, CA 07102  
(949) 555-5555

**Objectives:** To secure Assistant Program Director Position with XYZ Company.

### Education:

California State University, Fullerton  
Bachelor of Arts in Women's Studies, May 2002  
Thesis Topic: *The Political Economy of Our Domestic Health Care System.* 3.63 Grade Point Average.  
Member of Varsity Softball CSUF Team. Designed and painted university-sponsored mural with the theme of cultural diversity.

### Work Experience:

12/00-8/01

#### Orientation Leader

California State University, Fullerton, CA

- ◆ Aided over 400 hundred students in registration process.
- ◆ Led groups through rigid itinerary in strict time schedule.
- ◆ Provided initial contact services and advisors for freshmen and transfer students
- ◆ Provided campus wide tours to incoming students and their families for University Open House.

9/99-8/00

#### Editor-in-Chief, Layout and Design Editor, Activities Editor

The Titan Store- California State University, Fullerton CA

- ◆ Successfully worked with in a \$30,000 budget to create a 400-page publication from scratch.
- ◆ Served as accountable leader of student- run organization.
- ◆ Interviewed and selected student personnel foremployment.
- ◆ Acted as teacher, advisor, and supervisor to team of eight.
- ◆ Established deadlines for book completion and staff contracts based upon academic calendar and publisher expectations.

Summer/ Winter Breaks

4/96-6/99

#### Teller

Alpine savings Bank, Fullerton, CA

- ◆ Achieved excellent balancing record with daily cash flows.
- ◆ Processed large and numerous transactions responsibility.
- ◆ Mastered the Unysis computer terminal.

4/92-6/96

#### Snack Car Staff

Clover Fields, Fullerton, CA

- ◆ Organized inventory, storage and daily tasks for new snack bar.
- ◆ Assisted in managing front line customer transactions and behind the scenes operations while training newapplications.

### Interest:

Enjoy photography, yoga, and collecting 19th Century Russian novels.

## Cynthia A Lopez

691 N. Central St.  
Brea, CA 91755  
(562) 637-4266

[CynthiaLopez21@yahoo.com](mailto:CynthiaLopez21@yahoo.com)

**Career Objective:** An administrative position in a government agency

### Education

Bachelor of Arts in Business Administration, Finance Concentration  
California State University, Fullerton, August 2001

### Experience

**Store Assistant Manager,** St. Vincent De Paul Society  
Fullerton, CA (1996-Present)

- ◆ Maximize sales and profits contributing to a 9% increase in annual revenue.
- ◆ Plan sales promotions and visual concepts in merchandising.
- ◆ Train and supervise staff in product procedures, customer service, and store operations.
- ◆ Accountable for all cash control, including daily store fund reconciliation and deposits.
- ◆ Monitor, organize, and control inventory.
- ◆ Process payroll, generate sales reports and maintain personnel records.
- ◆ Identify and resolve issues that impact the work environment and customer satisfaction.
- ◆ Maintain effective working relationships with other community support services and agencies.

**Administrative Assistant,** Publishers Award Bureau  
Hacienda Heights, CA (1995-1996)

- ◆ Scheduled appointments for 5 senior managers and 10 account executives.
- ◆ Created agenda for weekly staff and monthly executive board meetings.
- ◆ Composed letters, reports, proposals and news releases.

### Skills

Familiar with MS Word, MS Excel, PowerPoint, and Internet.  
Fluency in Spanish (reading, writing and speaking).

### Activities

Finance Association, **Director of Marketing**  
American Marketing Association, **Director of Student Affairs**  
Business Inter-Club Council, **Board Member**  
Latino Business Student, **Membership Officer**  
Society for Advancement of Management, **Financial Officer**  
Election Committee for Assembled Students, **Vice President**

# Technical Resume Preparation

**Resume formats:** Chronological and Functional

**Writing your resume is often one of the most difficult aspects of the job search process.** It requires you to condense your career history into one or two pages of text. The following suggestions should make the task much easier.

## Chronological Resume Format

Name  
Address  
Phone

Email (establish a professional one), no pager numbers

### Objective

Brief statement about what you want to do; may use a title or skill description.  
(Position utilizing skills in communication)  
(Entry-level sales engineering position)  
(Entry level position as a Computer Programmer)

### Education

List in reverse chronological order, highest degree first. Type of degree, major, graduation date (Bachelor of Science in Mechanical Engineering, May 2001)  
Name of university/college, city, state (California State University, Fullerton, Fullerton, CA)  
GPA (if a 3.0 or better) (GPA 3.5/4.0) or (3.3/4.0 in major)  
Related Courses -- may list a few (usually no more than six) that are related to your job objective

### Honors/Activities

List here if relevant to degree/objective. List after experience if your experience is more pertinent. May include club memberships, varsity sports, intramurals, extra-curricular activities, honors, and scholarship awards

### Experience

Several choices:

- List all experience (including internships, part-time, volunteer and field placements) in reverse chronological order (most recent first)
- Break experience into several categories: For example: Related experience, other experience, and, volunteer experience,
- Use a combination statement at the end of the experience category to summarize part-time, temporary, and non-related jobs you don't want to list in detail, but do want to account for.  
(Held several part-time jobs as Automotive Sales Clerk to earn 50 percent of college tuition. 2000-2001)

Description of Each Relevant Experience:

Name of organization, city, state.

Your title, dates (may place dates here or off to side under experience)

Active description of duties, accomplishments, and responsibilities  
(Analyzed printed circuit board using MSC/NASTRAN)

### Interests

Optional; include this or any other section of information if you feel it would support your objective

### References

(Optional) List two or three references on supplementary sheet to be submitted with resume

Choose references carefully and gain acknowledgement that they are willing to serve as a reference and can give an honest evaluation of your professional and educational abilities.

## Functional Resume Format

Name  
Address  
Phone

Email (establish a professional one) omit pager numbers

### Objective:

Clearly-stated job objective; you may use a title or a job description  
Entry level Electronic Technician Position  
Internship as a Software Engineer  
Seeking an entry level position in the Telecommunications Industry

### Professional Experience and Skills

Use experience and skills directly related to your job objective. Some examples follow:

#### Software Development Projects:

Created relational database tables using Oracle SQL and Access 2000  
Design and build web pages utilizing FrontPage 2000 and HTML  
Install, configure, upgrade, maintain PC's and networking PC's.

### Technical Skills:

Languages: C/C++, Turbo Pascal, Mathematica 4.0, Internet/Email  
Software: MS-Access-Office, Lotus 123

Operating System: Windows NT/95/98/2000, MS-DOS, Mac OS, Linux

Hardware: IBM PC, Apple Mac

### Employment History

Include all relevant employment in reverse chronological order: dates, your position, name of organization, city, state. Examples follow:

California State University, Fullerton, Fullerton, California  
Information Technology Department

**Lab Consultant** - Maintained computer lab,

troubleshoot PC related problems

12/00 - Present

### Education

Name of university/college, city, state

Degree, major, minor, month and year of graduation

GPA (if 3.0 or better)

BS or MS Degree in Computer Science

California State University, Fullerton, Fullerton, CA

GPA 3.6/4.0

May 2001

### Related Courses:

### References

(Optional) List two or three references on supplementary sheet to be submitted with resume.

Choose references carefully and gain their acknowledgment that they are willing to give an honest evaluation of your professional and educational abilities.

# General Outline for the Cover Letter (Letter of Application)

1313 Campus Lane  
Midtown, Ohio 41001

March 14, 2001

Mr. John Jones  
Corporate Recruiter  
Ajax Corporation  
Midtown, Ohio 41001

Dear Mr. Jones:

My neighbor, Joe Blow, an accountant in your organization, told me that there is a personnel interviewer position available in your company. I would like to be considered a candidate for the position.

I will graduate in May from Midtown College with a B.A. in Sociology. I feel that my education has helped me develop an understanding of human behavior as well as good problem-solving skills. While attending Midtown College I worked part-time for the Ace Employment Agency. There I gained valuable experience interviewing job applicants as well as doing job development. This job was responsible for my desire to pursue a career in the field of human resource management.

I have enclosed my resume for your review. Should you need more information, I will be happy to provide it. You may reach me at (216) 555-3121.

I will be in touch with you within the next two weeks to discuss an interview. I look forward to meeting you.

Sincerely,

Susan Smith

Enclosure

Applicant's Address  
Date of Letter

Employer's Name and Title  
and Address

Salutation:

Opening Paragraph: State why you are writing, name the position or type of work for which you are applying and mention how you heard of the opening or organization.

Middle Paragraph(s): Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had relevant work experience or related education, be sure to point it out, but do not reiterate your entire resume. Emphasize skills or abilities you have that relate to the job for which you are applying. Be sure to do this in a confident manner and remember that the reader will view your letter of application as an example of your writing skills.

Closing Paragraph: You may refer the reader to your enclosed resume (which gives a summary of your qualifications) or whatever media you are using to illustrate your training, interests and experience. Have an appropriate closing to pave the way for the interview by indicating the action or steps you will take to initiate an interview date.

Sincerely,

Your name typed

Enclosure

# Sample Follow-Up Letter

Your local address  
City, State, Zip Code  
Date

Name of Individual  
Official Title  
NAME OF COMPANY/ORGANIZATION  
City, State, Zip Code

Dear Mr./Ms. \_\_\_\_\_:

I am very pleased to accept your offer (state offer) as outlined in your letter of (date). (Include exact details of the offer, i.e., location, starting salary, and starting date.)

(If you are enclosing any additional information, such as an employee application form, or other materials, mention it here along with any related commentary.)

The opportunities with your organization appear to offer an exciting challenge, and I shall make every attempt to meet your expectations.

Respectfully,

(Pen written signature here)

Your name typed here

(Be sure to keep a copy for your records)

(Your address and the date)

Mr. Richard Williams  
College Relations Coordinator  
The Ace Corporation  
1001 Sunrise Boulevard  
Orange, CA 92780

Dear Mr. Williams:

Please accept my sincere thanks for the time and opportunity to interview with you yesterday. I would like to reaffirm my interest in the position of analyst trainee.

I believe that my degree in finance and my experience with XYZ Bank have provided me with the background to be successful in this field of work. Again, thank you for your time. I look forward to hearing from you.

Sincerely yours,

Carla A. Sloan