

Joe Doe

2000 East Sun Way
Madison, WI 53706

801-555-5555
joe.doe@gmail.com

Education

Bachelor of Science in Communication Arts

December 20xx

University of Wisconsin-Madison

Madison, WI

- Minor: Business, Spanish

Study Abroad: Oviedo, Spain

Summer 20xx

- Gained strong sense of independence and global perspective while immersing in a summer-long, language intensive international experience
- Fluent in both written and spoken Spanish
- Quickly acclimated to a new environment and culture, embracing the opportunity to explore unique opportunities and challenges

Experience

T-Mobile

May 20xx-Present

Representative Sales Associate

Madison, WI

- Awarded top Representative Sales Associate November 2013
- Created new sales strategies for pre-pay services, resulting in top Representative Sales Associate in pre-pay sales
- Completed Certification in Handset Functionality & Reliability, Wireless Internet, PDA's, Bluetooth technology
- Volunteered in weekly inventory counts

1320 KFAN

July 20xx-Present

Associate Producer "Brown & the Booner" Morning Show

Madison, WI

- Coordinated the Wisconsin Jazz Great Lakes Review Camp
- Gathered news for show preparation on bi-weekly basis
- Planned and executed promotional events collaboratively with other Morning Show staff

Wisconsin Jazz

October 20xx-May 20xx

Ticket Sales Representative

Madison, WI

- Achieved top five in sales among 30 sales representatives during a one year period
- Second highest amount of revenue in sales department for playoff ticket sales for 2011-2012

Volunteer/Service

Soldier Hollow Golf Course

Spring 20xx

Service Learning Project, University of Wisconsin-Madison

Milwaukee, WI

- Consulted with course management on how to increase revenue with Marketing and Public Relations tactics
- Created an informational media guide, which will be used for future course events

SAMPLE RESUME

1234 Street Avenue; Madison, WI 53706
801-222-3333; emailaddress@wisc.edu

EDUCATION

University of Wisconsin-Madison
Bachelor of Arts, Journalism
Minor in Business Administration

Madison, WI
Graduation Month, 20xx

Honors

- GPA 3.75, Golden Key International Honor Society
- Awarded the Ruth Hinckley Wills Scholarship, for excellent academic merit

Relevant Coursework

- Argumentative Writing – understand how to write persuasively, utilizing research to confirm argument
- Revising & Editing –experience writing and revising prose, understanding grammatical conventions

WORK EXPERIENCE

Madison Magazine, *Writing Intern*

Month 20xx - current

- Authored over 20 articles, gathering research on a wide variety of topics
- Manage design aspects of each article to ensure quality and consistency, utilizing Adobe InDesign
- Conduct research on stories, interviewing sources and fact-checking all articles for the magazine

Barnes & Noble, *Manager*

Month 20xx – Month 20xx

- Streamlined organization of product database, improving operations and increasing efficiency
- Trained, scheduled, and supervised 10 staff members, personally investing in their individual progress
- Created a team environment, boosting employee morale, and increasing customer satisfaction scores

Ruth's Diner, *Hostess*

Month 20xx – Month 20xx

- Earned multiple “Employee of the Month” awards, for exemplary customer service
- Resolved customer complaints, elevating guest satisfaction

VOLUNTEER & LEADERSHIP EXPERIENCE

Madison Community Writing Center, *Volunteer*

Month 20xx - current

- Provide one-on-one writing assistance at community centers throughout Madison, assisting writers with a range of backgrounds and abilities
- Coach individuals on their writing, improving their ability to communicate through the written word

Literary Magazine, *Enormous Rooms, Editor*

Month 20xx - current

- Oversaw 3 annual publications, reviewing over 200 short fiction submissions
- Manage team of 12 students to keep magazine production on track, meeting all deadlines
- Serve as liaison between magazine and campus constituents, increasing collaboration of publication
- Collaborate with staff to determine selections for final publication

Wisconsin Heritage Foundation, *Tour Guide and Volunteer Coordinator*

Month 20xx – Month 20xx

- Wrote historically exact script used to conduct tours for general public, ensuring accuracy of material
- Organized tours for educational groups, coordinating over 30 volunteers

NAME

1234 Street Avenue
Madison, WI 53706
801-222-3333; emailaddress@utah.edu

EDUCATION

University of Wisconsin-Madison

Bachelor of Arts, English

Minor in Business Administration

Madison, WI

Graduation Month, 20xx

Honors

- GPA 3.75, Golden Key International Honor Society
- Awarded the Ruth Hinckley Wills Scholarship, for excellent academic merit

Relevant Coursework

- Argumentative Writing – understand how to write persuasively, utilizing research to confirm argument
- Revising & Editing –experience writing and revising prose, understanding grammatical conventions

SKILLS

Writing and editing

- Editor of University Literary Magazine *Enormous Rooms*, overseeing publication of 3 annual issues
- Reviewed and evaluated over 200 short fiction submissions to *Enormous Rooms*
- Authored over 35 articles for *The Daily Wisconsin Chronicle*, never missing a deadline
- Managed design aspects of publications to ensure quality and consistency, utilizing Adobe InDesign
- Wrote 20 plus freelance articles for *Madison Magazine*

Communication

- Proficient in Spanish, both oral and written
- Served as a liaison with *Enormous Rooms* and campus constituents
- Initiated intensive customer service training and standards for staff, increasing customer satisfaction as Manager at Barnes & Nobles
- Collaborated with staff to determine selections for final publication of *Enormous Rooms*

Leadership

- Directed volunteer efforts and training for more than 50 volunteers at Wisconsin Heritage Foundation
- Led group of 70 sorority members as President, increasing group unity and cohesiveness
- Organized tours and coordinated over 30 volunteers for the Wisconsin Heritage Foundation
- Managed team of 12 students to keep magazine production of *Enormous Rooms* on track

WORK EXPERIENCE

- Madison Magazine, *Freelance Writer* Month Year-present
- *Enormous Rooms* Magazine, *Editor/Writer* Month Year -present
- Alpha Chi Omega, *President* Month Year- present
- Barnes & Noble, *Manager* Month Year – Month Year
- Ruth's Diner, *Hostess* Month Year – Month Year
- Wisconsin Heritage Foundation, *Volunteer* Month Year – Month Year

IMA STUDENT



201 S 1460 E
Madison, WI 53706



801.581.6186



emailaddress@wisc.edu

EDUCATION

University of Wisconsin-Madison *Graduate: May 20xx*
BA in Communication Arts

Madison Area Technical College *Graduated: May 20xx*
AAS General Education

EXPERIENCE

Pharmacy Technician | Isomeric Pharmacy Solutions *04/xx - Present*

- Lead team in accomplishing daily goals.
- Process insurance claims and interface with insurance companies.
- Update records as well as keep track of when refills were due.
- Cross-trained in every department to pick up where it was needed.
- Audit reports.

Merchant Support Tech | Progressive Finance *20xx - 20xx*

- Provided customer service when answering incoming calls.
- Helped stores get financing for their customers and building sales.
- Walked stores through their online “portals” and trained them to be the most efficient in getting approval for their customer’s financing.

Server | Mimi’s Cafe *20xx-20xx*

- Proficient in customer service.
- Processed orders and made sure everything is delivered to the customer 100% correctly.
- Expedited efficiency in the steps it takes to get things done.

SKILLS

Proficient in Microsoft Office
365 Suite.
Apprentice in Photoshop CC,
InDesign CC, Illustrator CC.

LICENSES

Pharmacy Technician 20xx
Dental Assistant 20xx