

SAMPLE RÉSUMÉ: GETTING EXPERIENCE

Jonathan included a link to his LinkedIn profile for networking purposes and to share additional information with potential employers.

As Jonathan gained more experience, the format of his résumé changed to highlight different activities and experiences.

Jonathan Wolverine

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OBJECTIVE:

Seeking copywriting internship with a national publishing organization utilizing written and verbal communication, organization, and presentation skills

EDUCATION:

University of Michigan-Flint, Flint, MI
Bachelor of Arts, Communication, May XXXX
GPA: 3.4/4.0
Relevant Courses: Creative Writing, Public Speaking, Web Design, Market Research

LEADERSHIP AND ACTIVITIES:

The Michigan Times, University of Michigan-Flint, Flint, MI
Staff Writer, September XXXX-Present

- Author numerous articles, including front-page piece on U.S. foreign affairs
- Proofread articles and provide staff with edits ensuring accuracy and high standards in writing
- Pitch story ideas to editorial staff for features and editorial pages

Pi Sigma Epsilon, Professional Business Fraternity, University of Michigan-Flint, Flint, MI
Vice President of Recruitment, September XXXX-Present

- Coordinate four recruitment events each semester – delegate assignments to current members and monitor the process so organization stays on deadline and meets goals
- Create marketing materials for the campus paper and social media sites to publicize events and fraternity
- Recruit new members into organization through formal and informal efforts while addressing questions and concerns from students and parents

Campus Big Buddies, University of Michigan-Flint, Flint, MI
Mentor, January XXXX-Present

- Tutor 10-12 Spanish-speaking middle school students on basic English grammar and writing skills
- Introduced a creative writing contest to students and located a local paper to publish the winning entry

EXPERIENCE:

American Eagle Outfitters, Flint, MI
Sales Associate, August XXXX-Present (Seasonal)

- Manage customer transactions, increasing credit card sales by providing a clear description of benefits
- Engage customers in friendly conversations and regularly promote the store's Twitter account through daily personal Tweets and interaction with followers
- Presented with manager commendation and recognition as Employee of the Month

Target, Flint, MI
Sales Floor Team Member, May XXXX-August XXXX

- Designed and highlighted Back-to-School product displays resulting in 15% increase in sales

SKILLS:

Computer: Microsoft Word, Excel, PowerPoint; Adobe Photoshop
Social Media: Tumblr, WordPress, LinkedIn, Facebook, Twitter, Pinterest
Language: Conversational in Spanish