



Resume Packet

The attached resumes can serve as a good starting point for creating and improving your own resume. You can find other good samples in books and through websites. Visit with a Peer Career Advisor if you have questions about your resume.

SAMPLE 1: Chronological Resume, Part-Time or Internship Position

Jane Smith

janesmith@hotmail.com

Permanent Address:

2232 Kendall Lane
Highland Park, IL 60035
(708) 432 – 9876

Current Address:

2425 N. Sheffield, #602
Chicago, IL 60614
(773) 687 – 9999

Objective *To obtain an internship in the area of communications where I can contribute my skills in writing, public speaking and presenting while gaining practical work experience.*

Education DePaul University, *Chicago, IL*
Bachelor of Arts *in Communications, June 2004*
Concentration in Media Studies
G.P.A. 3.4/4.0
Financed 75% of education

Experience CNA Insurance Company, *Chicago, IL* 2003 –
Present

Marketing Support Clerk

- *Developed exceptional communication skills through conducting telephone interviews for target markets*
- *Utilized organizational skills in collection of quantitative and qualitative research data*

McDermott, Will & Emery Law Firm, *Chicago, IL* 2001-2002

Receptionist

- *Handled incoming calls for a staff of 10 attorneys*
- *Welcomed clients into a widely respected law firm*
- *Independently completed special projects for attorneys*
- *Created and maintained a more efficient filing system*

Marshall Field's Department Store, *Chicago, IL* 2000

Sales Associate

- *Assisted and advised customers on purchases of various merchandise*
- *Dealt with customer inquiries and complaints*
- *Executed special customer orders*

Activities *Marketing Club member* 2002– *Present*
Marketing Club Special Events Coordinator 2002 –

Present

Present	<i>DePaul Ambassador Club member</i>	<i>2001 – Present</i>
	<i>Alpha Kappa Alpha Sorority member</i>	<i>2001 –</i>
	<i>Minority Student Advisory Board member</i>	<i>2001 – Present</i>
Skills	<i>Proficient in Windows, Word, Excel, Internet</i>	
	<i>Functional in PowerPoint</i>	
	<i>Fluent in Spanish</i>	

SAMPLE 2: Combination Resume, Part-Time or Internship Position

Jefferey T. Miller

1235 Turn Arial
Tenagian, VA 12345
(123) 456-7890
jtmiller@msn.com

- Objective** Seeking a part-time position as a personal banker in a financial services firm to gain practical financial career experience.
- Education** **DePaul University**, Chicago, IL Expected Graduation - June 2005
Bachelor of Science – Finance
Dean’s List – all quarters in attendance
- Course Work** Financial Accounting Financial Management
Money and Banking Business Law
Business Statistics Capital Growth
- Career Achievements**
- Supervised a team of three part-time employees to effectively process and audit customer special orders on a scheduled basis.
 - Prepared and distributed on-line financial weekly reports.
 - Proven ability to work with diverse groups of staff and management.
- Work Experience**
- Warrenburg Furniture, Uptown, IL
Client Service Agent April 2003 - Present
- Oversaw the accounts receivable department for a small upscale local furniture manufacturer.
- Lincoln Bank & Loan, Springfield, IL
Financial Services Agent January 2001 – March 2002
- Professionally serviced loan clients in transactions for loan applications and personal savings accounts.
- Activities & Honors**
- DePaul University Mentor Program Member, 2002 – Present
Finance Club, Emerging Leaders Event Committee Chairperson, 2002

SAMPLE 3: Functional Resume, Entry-Level Position

John Smith

2312 N. Sheffield #306
Chicago, IL 60614
(773) 325 – 7878
smithj@shrike.depaul.edu

Objective To obtain a retail management position

Education **DePaul University**, Chicago, Illinois
Bachelor of Arts in Psychology, June 2004
Minor: Management

Honors Golden Key Award Recipient, 2003
Psi Chi, Psychology Honors Society member, 2002 - 2003
Psychology Club, Alumni Relations Team Leader, 2002 – 2003
Dean’s List, all quarters in attendance

Experience

Interpersonal

- Demonstrated ability to handle customer complaints efficiently
- Provided effective customer service
- Utilized effective persuasive skills in retail sales

Organizational

- Planned and organized store displays of merchandise
- Designed and developed merchandise system for university business course research project
- Recognized by supervisors as being detail-oriented in the office setting

Management

- Trained 9 new employees in effective sales techniques
- Coordinated and supervised various youth activities in church youth group
- Served as store supervisor in manager’s absence

Work History

2001 – 2002	JCPenney Company Sales Clerk/Cashier	Niles, IL
2001 – 2002	DePaul University, Department of Psychology Secretary/Receptionist	Chicago, IL
2000 – Present	Church of the Holy Spirit Adult Youth Group Recreation Leader (Part-time)	Chicago, IL

SAMPLE 4: Chronological Resume, Entry-Level Position

Nicole Anderson

456 Bellfour Drive
Lincolnwood, IL 60654
(773) 987 – 9876

nanderso@shrike.depaul.edu

- Objective* Seeking an opportunity in computer programming to gain practical work experience in team-oriented environment
- Education* DePaul University, Chicago, IL
Career Computer Program, December 2003
- South University, Kansas, ME
Bachelor of Arts in Management, June 1999
- Technical Summary* Languages: Basic, C, COBOL, C++
Software: Windows 3.1, Excel, Lotus
Systems: MS-DOS
Hardware: IBM 922, ES Am Harris-9, Unix
Databases: Access, SQL
- Work History*
- 1998- 1999 **Customer Service Associate**
Marshall & Co., Chicago, IL,
- Effectively serviced customers in their transactions for their personal payment.
 - Quickly and accurately processed cash advances to employees, resulting in the Employee of the Month Award for March–June 1996.
 - Balanced cash receipts of previous day and compiled daily report for the auditing department, eliminating the need for a second shift employee that saved the company over \$2000 per month.
- 1996- 1998 **Special Report Assistant**
Real Life News, Anye, NY, 1996-1998
- Collected and analyzed data, consulted with industry experts, and provided reporters with premise and data for accompanying stories consistently ahead of schedule.
 - Amoco Scholarship recipient for work done on researching daily events and providing up to date follow-up information to the editor.
- Honors & Activities* Computer Science Society Secretary, 2002
Golden Key Honor Society, 2002
Amoco Scholarship Recipient, 2000

SAMPLE 5: Functional Resume, Experienced Position

Jennifer E. Brown

4990 Tanglewood Avenue
Berkeley, CA 94705
(415) 555 - 0555
jenbrown@hotmail.com

Objective

Human Resources Development position involving travel

Summary of Qualifications

- High energy process and results-oriented professional
- More than ten years of experience planning and organizing creative projects
- Successful history in manager facilitating, coaching and training
- Extensive experience in curriculum design and delivery
- Effective team member, comfortable with leading or collaborating
- Keen intuition and strong interpersonal and communication skills
- Committed to helping managers reach their professional and personal visions

Professional Experience

Planning/Organizing

- Planned, developed and established three new human service projects for County Board of Supervisors; all three still successfully operating
- Directed capital improvement campaigns for a municipal civic center and a community hospital; surpassed financial goals
- Formulated and directed national marketing plan for a software product; experienced profits the first year
- Produced semi-annual regional seminars for middle managers; doubled sales in two years
- Redesigned format for annual meeting that greatly increased the member participation of a national organization; facilitated processes during the meeting

Training (designing and delivering training in):

- | | |
|--|---|
| ▪ Roles and Responsibilities of Middle Managers and Executive Managers | ▪ Time Management |
| ▪ Team management | ▪ Performance Appraisal |
| ▪ Project Management | ▪ Stress Reduction |
| ▪ Supervisory Skills | ▪ Introduction to Microcomputers |
| ▪ Management by Goals and Objectives | ▪ Effect of Microcomputers in the Workplace |

External Consultation

- Defined mission and strategies
- Developed executive level teams
- Performed systems diagnosis, including data feedback and problem solving in six departmental groups
- Developed management information systems and introduced new technologies utilizing Action Research, leading to interventions in intergroup conflict resolution, team building and transition planning

Jennifer E. Brown—Page 1 of 2

Work Experience

1995 – Present	Management Consultant	COSBY & ASSOCIATES, Berkeley, CA
1992 – 1996	Senior Associate	THE COMMUNITY GROUP, Oakland, CA
1989 – 1992	Executive Director	THE CENTER, Counseling, Education and Crisis Services, Pleasanton, CA
1987 – 1989	Program Director	COMMUNITY ACTION COMMISSION, Santa Barbara, CA
1985 – 1987	Student Activities	UNIVERSITY OF CALIFORNIA, Dean of Students, Los Angeles, CA

Education

Master of Arts in Counseling Psychology, California State University at Long Beach, 1985

Bachelor of Arts in Sociology and Psychology, University of Minnesota, 1983

Local & National Professional Affiliations

- American Society of Training and Development
- Organization Development Network

Professional Development

1996	Internal Consulting Skills , Peter Block, Block, Petrella and Weisbord, Plainfield, NJ
1994	Tavistock Training: Pairing, Partnerships & Mergers , Grex Institute, San Francisco, CA
1990	Gestalt Awareness Training: Group Dynamics , Univ. of Southern California, L.A., CA
1988	Research Evaluation and Design , University of California, Los Angeles, CA
1986	Client Centered Therapy , Western Behavioral Sciences Institute, La Jolla, CA

SAMPLE 6: Chronological Resume, MBA/Experienced position

Kelly N. Davenport
2200 North Kenmore, #1
Chicago, Illinois 60617
(773) 628-2000
kdaven@email.com

Career Summary: Results-oriented professional with ten years of real estate development experience in large corporations and restaurant/hospitality and retail home improvement industries. Proven ability and effectiveness in market research, site selection, lease negotiation, budgeting, design, development and on-going maintenance for selected sites. Experience accompanied by graduate business degree, professional association leadership and community development.

Work Experience: **Real Estate Ventures, Chicago, Illinois**
Vice President, Real Estate Development April 1997-present

Vice President of real estate development for publicly held major retail home center chain in twenty states. Manage all site development ranging from selection and lease negotiation to monitoring each store's operational budget related to maintenance and expense.

- Organized the company's first real estate development department and created a company prototype of an electronic "build to suit" lease document that can serve as a model for all future developments.
- Administrated company's capital budget of \$15-\$20 million per year. Supervise staff of 20-25; maintain 65 units and 12 different departments in stores that are approximately 115,000 square feet.
- Developed 10-12 locations per year, each with building budget of \$70-\$100 million and 20 year leases.
- Developed new market growth strategies that resulted in new units generating first year sales of nearly \$50 million.
- Increased company's net worth through leasehold assets by \$70-\$100 million each year.

Dodgemen Associates, Chicago, Illinois
Assistant Vice President September 1995-April 1997

Assistant Vice President of real estate for \$3 billion discount department store chain with complete responsibility for all real estate/site selection and development along eastern seaboard.

- Department added economic net worth of approximately \$55 million through leasehold improvements.
- Renegotiated all existing leases and increased the company's economic worth by nearly \$10 million during tenure at the corporation.
- Developed six new units per year with each lease between \$7-\$10 million for 250,000-400,000 square foot units located in established shopping centers, with unlimited use to sublet, and for all 20 years.
- Developed on-going risk/benefit analysis for all properties and leases.

page 1 of 2

Kelly N. Davenport

Real Estate Development Partners, Chicago, Illinois

Assistant Director

May 1991-September 1995

Assistant director of real estate development, responsible for coordinating and negotiating hotel management contracts which provided present value income to company on the basis of fees to be paid for contract life.

- Negotiated contracts that provided a value of \$750,000 to \$2.2 million. Annualized the contracts and provided the company with average of \$7.5 million in additional economic worth.
- Coordinated development of company-owned hotel properties. Total costs ran approximately \$35 million.
- Managed all expansion budgets for restaurant/lodge development. Coordinated approximately ten restaurant developments at \$3.2 million and ten lodge developments at \$ 4.1 million dollars.

Accounting/Office Manager Assistant

June 1990-May 1991

Implemented all bookkeeping and accounting practices for regional offices.

- Introduced process improvement for billing system that increased collections and decreased errors by 75%.
- Designed and delivered staff accounting training program which was adopted by all regional offices.

Education:

DePaul University, Chicago, Illinois

Master of Business Administration, June 1995

Finance Concentration

University of Illinois, Champaign, Illinois

Bachelor of Science, June 1990

Accounting

Computer Skills:

Proficient in Microsoft Word, Excel, PowerPoint, Access

Languages:

Proficient in oral and written Spanish

Professional Affiliations:

National Real Estate Management Association, Chicago Chapter

Treasurer, 1999-present

Program Committee Chair and Member, 1990-present

Volunteer:

DePaul University Alumni Sharing Knowledge (ASK) Program

Career Mentor, 1996-present

Recognition:

Founder's Award, Chicago Community Trust, 1999

City of Chicago Neighborhood Economic Development Award, 2000