

**SCOTT SAMPLE**  
**1234 Resume Boulevard**  
**Rochester, NY 14620**  
**585-555-1212**  
**email@address.com**

---

*Seeking a Position in Marketing*

**Summary of Qualifications**

- Highly motivated, dependable, able to work flexible schedules
- Ability to multi-task, establish priorities, adhere to deadlines and work in a fast-paced environment
- Work equally well as a team player or independently
- Strong organizational skills; detail oriented
- Computer skills: Microsoft Word, Excel, Access and PowerPoint

**Education**

**Associate Degree in Business Administration: Marketing** **May 2005**

Monroe Community College, Rochester, NY - GPA: 3.7

Member, Accounting & Business Club, Monroe Community College, Rochester, NY

**Relevant Courses**

Business Law	Marketing Management	Principles of Marketing
Consumer Behavior	Advertising	Accounting Principles

**Experience**

**Marketing Internship** **Fall 2004**

*Cognitive Marketing Inc., Rochester, NY*

- Assisted with marketing and sales promotions
- Prepared mailers and promo materials
- Performed general office duties

**Staff Writer, Monroe Doctrine Newspaper** **2003-2004**

*Monroe Community College, Rochester, NY*

- Regularly contributed articles to campus publication
- Interviewed faculty and others necessary to gather information

**Bank Teller** **2002-2004**

*Charter One Bank, Rochester, NY*

- Demonstrated consistently high levels of professionalism and courtesy with both customers and associates
- Processed customer financial transactions and opened new accounts
- Operated and balanced cash drawer and balance transactions and cash on daily basis

**Customer Service Desk** **2001-2002**

*Target, Rochester, NY*

- Addressed and resolved customer concerns and inquiries
- Handled returns and refunds for items