

Contact Information:

Name: _____
 Address: _____
 City/St/Zip: _____
 Phone #: _____
 Email: _____

Your contact info can be formatted in a variety of ways. Use your own individual style, however make sure it's easy to read and flows nicely with the rest of the resume.

Example:
Sarah Student
 15 Monroe Lane
 Rochester, NY 14623
 585-555-1212
 sstnt@student.monroecc.edu

Objective:

Example 1: A full-time position as a marketing/sales representative.
 Example 2: A position in marketing that would benefit from my sales and customer service experience.

A short, targeted objective works best. Use the title of the position you are applying for when possible.

Profile of Skills:

- _____
- _____
- _____
- _____

This section should highlight any special skills you may have which would be relevant to the position you are applying for. Get an idea of what's important to the employer by reviewing the job description and including those items if applicable.

Example 1: • Experienced in implementing marketing programs for international companies
 Example 2: • Hired, trained and led teams of up to 12 personnel
 Example 3: • Computer experience: IBM and Macintosh, Microsoft Windows, Office, Publisher, Adobe Photoshop, Illustrator, Quark Xpress
 Example 4: • Over 5 years of management experience

Education:

List any honors or special recognitions here

Related Courses:

- | | | |
|---------|---------|---------|
| • _____ | • _____ | • _____ |
| • _____ | • _____ | • _____ |
| • _____ | • _____ | • _____ |

Example:
 Associate in Science Degree, Business Administration, GPA 3.82
 Monroe Community College
 Deans list
 Related Courses:
 •Marketing •Microeconomics •Macroeconomics
 •Statistics •E-Commerce and Marketing on the Internet
 •Accounting I and II •Business •Business Law I
 •International Management and Marketing

If your education is recent or relevant you can add it after the Profile of Skills section. If it is out of date or not relevant to the job you are applying for you can add it toward the end of your resume.

Putting it all together:

Sarah Student
 15 Monroe Lane
 Rochester, NY 14623
 585-555-1212
[sstnt@monroecc.edu](mailto:ssnt@monroecc.edu)

Objective: A full-time position as a marketing/sales representative.

Profile of Skills:

- Experienced in implementing marketing programs for international companies
- Hired, trained and led teams of up to 12 personnel
- Computer experience: IBM and Macintosh, Microsoft Windows, Office, Publisher, Adobe Photoshop, Illustrator, Quark Xpress
- Over 5 years of management experience

Education:

Associate in Science Degree, Business Administration, GPA 3.82
 Monroe Community College
 Deans list

May 2009
 Rochester, NY

Related Courses:

- | | | |
|--|--|------------------|
| • Marketing | • Microeconomics | • Macroeconomics |
| • Statistics | • E-Commerce and Marketing on the Internet | |
| • Accounting I and II | • Business | • Business Law I |
| • International Management and Marketing | | |

Experience:

TCR Software, Inc.
 Marketing Manager

5/05 - present
 Rochester, NY

- Designed marketing strategy and developed international marketing plan
- Improved sales for company by over 25 percent in a 12-month period
- Communicated ideas and plans to senior staff on a daily basis

Sidewalk Café
 Assistant Manager

12/00 - 4/05
 Rochester, NY

- Supervised kitchen, dining and bar staff of 25
- Hired wait staff and busboys
- Assisted in the placement of advertisements

Internship Experience:

Frontier Corporation, Rochester, NY

9/08 - 12/08

Internship: Worked 15 hours a week in a busy reception office. Answered phones, filed reports, scheduled appointments and performed general office work as needed.

Volunteer Experience:

The Red Cross, Rochester, NY

5/02 - current

Member, Fund Raising Committee – responsible for developing fund raising programs and recruiting volunteers.