

Example

JEFF M. MILLER

jeffmiller@yahoo.com

Home Address:

8427 Pindrop Road
Philadelphia, Pennsylvania 19182
(215) 555-5555

School Address:

2400 Chew Street, Box 3333
Allentown, Pennsylvania 18104
(484) 664-9999

Objective

A recruiting position in the field of Human Resources

Education

Muhlenberg College, Allentown, Pennsylvania

May 2000

Bachelor of Arts, Business Administration and Psychology

Concentration in Human Resources

Cumulative GPA 3.7, Dean's List Fall 1996 - Present, Psi Chi Spring 1998 - Present.

University of Essex, Colchester, England

August - December 1998

Computer Skills - Windows 98, Word, Excel, PowerPoint, SPSS and Internet on IBM computers

Related Experience

Management Recruiters of Allentown

January 2000 - Present

Recruiting Specialist Intern, Allentown, Pennsylvania

- Identify individuals in food industry who may be able to provide additional contacts
- Present existing job orders to potential candidates or to people who may suggest candidates
- Interview candidates and assess accomplishments and commitment to new opportunity
- Continually attempt to meet predetermined goals, reviewing progress with supervisor

Muhlenberg College Office of Career Development & Placement

August 1999 - Present

Career Assistant, Allentown, Pennsylvania

- Advise students on methods for choosing a major or career path and finding job or internship
- Research job fairs and internship opportunities through company literature and web sites
- Develop and implement outreach methods to inform students of recruiting opportunities
- Provide suggestions and critiques of students' resumes

ESF Summer Camps

January 2000

Assistant to Team Development, Haverford, Pennsylvania

- Conducted cold calls and competitor research to compare pay scale with similar area programs
- Recruited veteran staff members to return, thus greatly decreasing expected turnover rate
- Designed sample logos for upcoming camp season and prepared presentation display for Executive Members to vote
- Proofread Candidate Guides for prospective employees and analyzed and critiqued existing SOP's.

ESF Summer Camps

June - August 1999

Administrative Assistant, Haverford, Pennsylvania

- Organized and managed office of large summer camp organization in a quickly changing, service oriented environment
- Resolved concerns of parents and staff while developing new means of communication
- Demonstrated extensive problem solving in calendar scheduling, daily activities and event changes
- Input detailed data to maintain weekly billing schedules, clarified and corrected any discrepancies

Interests & Activities

Sigma Phi Epsilon Fraternity, Tour Guide, Dance Club, Muhlenberg Theatre Association

Example

MICHELLE A. LEVIN

000 South Jefferson St. Apt #6

Allentown, PA 18103

(610) 000-0000

EDUCATION

Muhlenberg College, Allentown, PA

Bachelor of Science in Biology, Minor in Religion - May, 1998

-Dean's List

-Completed in 3 1/2 years

-Financed 50% of education

(this could also have appeared at the very bottom - centered)

CURRICULUM HIGHLIGHTS

Genetics Molecular Biology Spanish III

Biochemistry Organic Chemistry II Calculus

Also apprenticeships using the Transmission Electron Microscope and the Scanning Electron Microscope.

LABORATORY SKILLS

Gel Electrophoresis

Preparation of Buffers

Southern Blotting

Various Spectrophotometer

Tissue Cultures

High Speed Centrifuge

Titration

Recombinant DNA Techniques

Aseptic Technique

Additional experience with: Gas and Scintillation Chromatography; Analysis of Unknown Ions; Melting Point

Apparatus; Dissections; Fluorescent Microscope; Retrieving, Recording and Presenting Data; Autoclaving.

WORK EXPERIENCE

TEK, Bethlehem, PA - Quality Control Scientist July 1998 - Present

Solely responsible for validation and failure investigation of all materials used in microtitre plate kit production.

Assisted in product development and improvement. Collaborated on raw material inspection. Relayed status of all current developments to production, shipping and customer service. Performed daily, weekly and monthly maintenance on various equipment including pipettes, Cobas Bios, microplate washers and readers.

Additional training in GMPs and preparation for impending FDA inspection.

American Pharmacies, Elmwood Park, NJ - Pharmacy Technician Summer 1996

Checked and corrected paperwork to eliminate errors. Separated federally regulated prescriptions from regular orders. Broke down medication by dispensing areas and trained new technicians in this technique.

Muhlenberg College, Allentown, PA - Microbiology Lab Assistant Director Fall 1995

Worked independently under strong time constraints to supply lab for 60 students. Poured agar plates quickly but cautiously to avoid contamination. Employed precise measuring to prepare various media.

Breezewood Acres, Newfoundland, PA - Assistant Head Lifeguard Summer 1995

Analyzed pH and chlorine levels hourly. Enforced swimmer rules. Alert and observant behavior at all times.

Performed general upkeep. Required CPR and advanced first aid training.

INTERNSHIP

Lehigh Valley Hospital, Allentown, PA - Genetics Intern Fall 1997 - Spring 1998

A very educational and rewarding experience. Closely shadowed a genetic counselor, a perinatologist and a pediatrician who specialized in genetics. Provided support for clients in need. Observed various procedures such as: Ultrasounds, C-sections and D&E.

COLLEGE ACTIVITIES

- Alpha Phi Omega Community Service Fraternity - 4 year member and Judicial Board member - Volunteered at Camelot House, Allentown Soup Kitchen, Daybreak, Good Shepherd nursing home, Phoebe nursing home and various churches. Helped at park clean-ups and involved in benefits held for "Make a Wish Foundation" and the victims of Hurricane Andrew.
- Lutheran Student Movement - President
- Chapel Choir - Manager

OTHER INTERESTS

Chocolate; hiking; genetics; swimming; playing the violin; frogs

[First College Resume - Before]

Eric M. Lee

Current Address:
Muhlenberg College Box 223
2400 Chew Street
Allentown, PA 18104
610-821-3342

Permanent Address:
42 Lenox Avenue
Windewald, NJ 91999
973-996-3232

Education

Muhlenberg College, Allentown, Pennsylvania
Concentration in Communications
Honors: Presidential Scholarship, Dean's List

Windewald High School, Windewald, New Jersey
Treasurer of Class, Associate Editor and Business Manager of School Paper
Graduated in top ten percent in June, 1998

Work Experience

WB 17, Philadelphia, Pennsylvania, summer of 1998
Reporter for "Kid Time News"
Wrote scripts for "Kid Time News"

Delancey Street Bagels, Windewald, Pennsylvania, summers of 1997 and 1998
Bagel Salesman

College Activities

Developing and Writing a Radio Program with the College President
Camps Tour Guide – marketing to prospective students
Active in Student Activities Committee
Reporter for School Paper

[First College Resume – After Critique]

Eric M. Lee

Current Address:
Muhlenberg College Box 223
2400 Chew Street
Allentown, PA 18104
610-821-3342
EMLee@muhlenberg.edu

Permanent Address:
42 Lenox Avenue
Windewald, NJ 91999
973-996-3232

Objective To obtain a summer position in broadcast journalism.

Education

Muhlenberg College, Allentown, PA
Potential Major: Communication
Honors: Presidential Scholarship, Dean's List
Anticipated graduation: May 2002

Windewald High School, Windewald, NJ
Class Treasurer; Associate Editor and Business Manager of School Paper
Graduated in top ten percent of class in June 1998

Media Experience

The Muhlenberg Weekly, Muhlenberg College September 1998-present
Reporter: Reported on topics ranging from families that raise seeing eye dogs to profiles of comedians performing at the school.

WB 17, Philadelphia, PA Summer 1998
Reporter for "Kid Time News": Reported events on location from Eagles Training Camp to Philadelphia International Airport; Wrote scripts for "Kid Time News" about the Elizabethan Fair.

Work Experience

Delancey Street Bagels, Windewald, PA Summers 1997-98
Bagel Salesman

College Leadership Activities

- Developing and Writing a Radio Program with the College President
- Campus Tour Guide, Market Muhlenberg to prospective students and their families
- Student Activities Committee, Comedy Committee Head: Introduce and close for comedians performing at the school; call agents to book comedians

[Sophomore year revision]

Eric M. Lee

Muhlenberg College Box 223
2400 Chew Street
Allentown, PA 18104
663-484-8347

42 Lenox Avenue
Windewald, NJ 91999
973-996-3232
EMLee@muhlenberg.edu

Objective To obtain an internship in broadcast journalism.

Education

Muhlenberg College, Allentown, PA

Major: Communication Overall GPA: 3.6

Honors: Presidential Scholarship, Dean's List

Anticipated graduation: May 2002

Relevant Courses: Media and Society Radio Production Audience Analysis
Fundamentals of Visual Communication

Media Experience

Y100, Philadelphia, PA

Summer 1999-present

Intern, Promotions Department: Went to locations across Delaware Valley to promote the modern rock radio show. Learned how radio advertisements are produced. Was shown what it takes to keep a radio station on-air.

WMUH Radio, Muhlenberg College

January 2000-present

Developer, Writer: Write a radio program with the college president. Guest voice on program.

Identify topics of interest to the campus community. Conduct background research. Strive to present multiple viewpoints.

MCTV, Muhlenberg College

January 2000-present

Producer, On-air Talent, Writer: Produce, write, and host weekly news parody show. Assist in editing process. Appear on other programs as humorist.

The Muhlenberg Weekly, Muhlenberg College

September 1998-present

Reporter: Reported on topics ranging from families that raise seeing eye dogs to profiles of comedians performing at the school.

WB 17, Philadelphia, PA

Summer 1998

Reporter for "Kid Time News": Reported events on location ranging from Eagles Training Camp to Philadelphia International Airport. Wrote scripts about the Elizabethan Fair.

Work Experience

Delancey Street Bagels, Windewald, PA
Bagel Salesman

Summers 1997-98

College Leadership Activities

Campus Tour Guide, Market Muhlenberg to prospective students and their families.

Student Activities Committee, Comedy Committee Head: Introduce and close for comedians performing at the school. Call agents to book comedians.