

# SAMPLE RESUME

## NEED A. JOB

*Local Address:*  
1234 Park Avenue  
Morgantown, WV 26505  
(304) 555-9993  
Email: najob@wvu.edu

*Permanent Address:*  
567 Sunshine St.  
Bay City, FL 99999  
(987) 555-0099

**CAREER INTERESTS:** To obtain an executive position in retail

**EDUCATION:** Bachelor of Arts in Psychology, May 20XX  
West Virginia University, Morgantown, WV  
Overall GPA: 3.0/4.0      Field GPA 4.0/4.0

**SKILLS:**

- Strong liberal arts education combined with business background.
- Demonstrated self-starter with effective combination of organizational and communications skills.
- Experienced in use of IBM WordPerfect 8 and MacWrite.
- Familiar with spreadsheet programs Excel 97 and Quattro Pro.

**CAREER RELATED EXPERIENCE:**

Sales Associate  
Kaufmann's, Pittsburg, PA (Summer 19XX)

- Provided customer service.
- Handled cash transactions.
- Opened and closed departments.
- Assisted buyer with visual displays.
- Assisted with annual fashion show.

Sales Associate  
The Bon Ton, Pittsburgh, PA (Summer 19XX)

- Provide customer service.
- Handled cash transactions.

**WORK EXPERIENCE:**

Office Assistant  
Smith Financial Services, Sunshine, FL (Summer 19XX and 19XX)

- Receptionist
- Scheduled appointments
- Typing of confidential information and forms

**HONORS & ACTIVITIES:**

President's List (19XX-20XX)  
Dean's List (19XX-20XX)  
Mountaineer Council  
Sigma Kappa Sorority  
Mountaineer Marching Band

**ADDITIONAL INFORMATION:** Additional credentials may be obtained from West Virginia University Career Services Center, P.O. Box 6008, Morgantown, WV 26506  
(304) 293-2221/2.