

Résumé Samples



ANNA LANGLEY

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Creative thinker with an enthusiastic and vibrant attitude and strong customer service skills. Able to work in a fast paced environment while multi-tasking. Can be trusted with confidential information.

EDUCATION

DEPAUL UNIVERSITY, CHICAGO, ILLINOIS; Anticipated Graduation: June 2019

Double Major in Journalism, Media & Cinema Studies

Study Abroad, Rome, Italy, Film Studies, Summer 2017 -- GPA: 3.66

RELEVANT COURSE WORK

Edited, wrote, and did the voice over for an in-depth news piece about homeless people in Chicago. Conducted as the final project for a Television News class during the grueling winter months, it resulted in a six-minute filmed segment that also included interviews with housing and food providers.

SKILLS

Mac and Pc proficient • Final Cut Pro • Microsoft Office • Social Media: Facebook, Twitter, Pinterest, Blogs • Fluent in Polish •

EXPERIENCE

Editorial Intern, CS Magazine,

Jan 2019-Present

Conducts story research and development; Fact checks stories and transcribes interviews

- Wrote more than 10 stories that were published in the magazine. Topics include social events I covered, new area stores, museum exhibits and contributions to the "Fab Five" column.

SALES ASSOCIATE, Max Mara,

Jul 2018-Present

Provides individualized customer service at this high-end clothing store.

Customer Service Representative, Follett Higher Education Group

2013-2018

Addressed customer concerns via phone and email and properly handled shipping and payment errors

- Consistently received excellent feedback on the quality of customer service provided while answering questions, explaining processes, policies, and procedures
- Efficiently processed orders and provided status updates

Election Judge, Cook County Clerk

2012– 2013

- Resolved technical issues with touch screen voting
- Translated directions to Polish speaking voters

VOLUNTEER WORK

PAWS CHICAGO, Dogtown Volunteer, JAN 2018-PRESENT

- Raised over \$500 for PAWS Chicago by participating in the 2017 Chicago Marathon

Peter Lewis

Chicago, IL 60617

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(773) 555-1112

EDUCATION:

DePaul University, Chicago, IL

Bachelor of Public Relations and Advertising, Expected June 2019

G.P.A. 3.85/4.0 -- Academic Honors: Dean's List all quarters in attendance

Universidad Panamericana, Guadalajara, Mexico

Study Abroad Program, Fall Quarter 2017

RELEVANT COURSE WORK:

- Created a spoof Public Service Announcement advocating against the use of cocaine for a Principles of Advertising class. Contributions included comparative research that helped shape the PSA; shooting the commercial and editing the footage; creating the visual aspects of the creative brief and I assembling the Prezi presentation.
- Shot and edited video for a Media and Storytelling class

SKILLS:

- Spanish (S/R/W) - Beginner knowledge of Portuguese
- Proficient in Microsoft Office
- Proficient in Photoshop and Pinnacle Studio 16 Video Editing Software
- Social Media: Facebook; Twitter; Instagram; Circle
- WordPress; Blog Spot; YouTube
- Beginner skills in After Effects and Adobe Illustrator

EXPERIENCE:

St. Mary's Parish, Chicago, IL

2012-2015

Receptionist

- Demonstrated excellent communication skills when responding to inquiries from the public about services over the phone and in person.
- Efficiently organized and maintained office files and records.
- Edited and translated the weekly General Intercessions and announcements to Spanish.
- Supervised, guided and mentored trainees.

North Shore Sports, Chicago, IL

Seasonal 2015-2016

Sales Associate

- Enhanced the customer shopping experience by keeping the store well maintained and organized.
- Serviced customer complaints and suggestions in polite and professional manner.

ACTIVITIES & VOLUNTEER WORK:

- Guinness World Records Volunteer/Navy Pier, May, 2013
- Universidad Panamericana Social Service at Civil Hospital of Guadalajara, Mexico, Fall 2012

Résumé Samples



Mary Jones- Chicago, IL, 60657- (773) 555-1212 - maryjones@mail.depaul.edu -
@linkedin

Education

DePaul University, Chicago, IL, expected graduation June 2019
Pursuing a Bachelor of Arts in Journalism

Relevant Course Work

- News Reporting
 - Writing for Broadcast
 - TV News and News Editing
- Wrote a feature story about college students becoming vegetarians using broadcast writing style
 - Covered Virginia Eubanks' presentation on utilizing social media for social justice

Skills

- Proficient in Social Media, such as Facebook, Twitter, Instagram, Pinterest, WordPress, Tumblr
- Practiced in all programs included in Microsoft Office Suite
- Knowledgeable in Adobe Photoshop, InDesign and Bridge
- Proficient in Spanish

Work Experience

L.A. Tan, Chicago, IL July 2016- Present
Tanning Consultant, Sales Associate

- Consistently earns top sales recognition
- Demonstrates excellent customer service skills

Moraine Valley Community College, Palos Hills, IL 2015- 2016
Student Worker (Technical Department)

- Coordinated and hosted large school events with hundreds of participants
- Created promotional materials including posters, bulletin boards, brochures and flyers

American Legion Post 1080, Joliet, IL Spring 2014
Hostess, Food Runner

Tomahawk Aquatic Center, Channahon, IL 2012- 2014
(Seasonally)

Lifeguard - guarded a lap pool, zero depth area and slides
Swim Instructor - taught children for Red Cross certification in Preschool and Level 1

Achievements/Awards

Member of Phi Theta Kappa National Honor Society
Creator of school logo for Marlboro High School in use since 2009

Robert Davis

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SUMMARY

Exceptional communicator with strong organizational and technical skills. Passionate about sports. Played and won baseball and basketball Park League Championships and Soccer school championships. Also collects Sports Memorabilia. Regularly attends fan conventions for the Cubs and the Blackhawks and area signings. Also participates in road watch parties for the Blackhawks.

EDUCATION DePaul University, Chicago, IL
B.A. – Media and Cinema Studies Expected June, 2019

AWARDS DePaul University Dean’s List Spring, 2017

CAREER RELATED COURSES

- **History of Broadcasting:** Researched ESPN from its founding as the first sports-dedicated station to its current group of sister stations.
- **Communication, Tech & Society:** Created multiplatform technology for a fictitious product that might be valuable to people in the future
- **Interactive & Social Media:** Developed a portfolio of social media and technology used in different aspects of life/work

SKILLS Microsoft Office
Facebook, Twitter, WordPress, Flickr, familiar with Adobe Photoshop

WORK EXPERIENCE

DePaul Blue Crew, Chicago, IL 2017-present
Volunteer
Promotions for DePaul’s Athletic Department Activities

St. Peter School, Chicago, IL Winter, 2015
Student Teacher
Assisted homeroom teacher in grading and organizing files

- Prepared effective lesson plans and taught history and social studies

Franciscan Academy, Chicago, IL Autumn, 2014
Student Teacher

- Worked individually with students to help them understand history lessons