

SAMPLES

Resumes & Cover Letters

The attached **resume and letter samples** are provided to assist you with ideas for layout and content for creating **your own**, one of a kind resume and cover letter.



CHRONOLOGICAL RESUMES (Pages 2 – 15)

Page 2-10	Miscellaneous layout/content samples
Page 11-13	Vitae
Page 14	Student employment
Page 15	International experience



FUNCTIONAL RESUME (Page 16)

A functional resume **is beneficial** when:

- much of your work has been volunteer, free-lance, consulting, or temporary
- you have a variety of different, relatively disconnected work experiences
- career growth has been stagnant or there has been an extended absence
- making a career change and you want to emphasize skills not recently utilized
- you are a mature professional with extensive expertise and many work experiences

A functional resume **is NOT beneficial** when:

- a career growth pattern is able to be demonstrated
- listing specific employers is important, as in highly traditional fields
- a limited number of functions have been performed
- recent employers are highly prestigious



REFERENCE PAGE (Page 17)

View a sample format for providing names of references with your resume.



COVER LETTERS (Pages 18 – 22)

Don't feel like you need to reinvent the wheel.
Gain inspiration from a few examples in order to develop your own cover letters.

Daniel A. Stevens

CURRENT ADDRESS

138 Water Street
Kent, Ohio 44240
(330) 672-2360
(Until May 31, 2011)

PERMANENT ADDRESS

456 Forest Lane
Wickliffe, Ohio 44092
(440) 322-9898
dstevens5@kent.edu

OBJECTIVE

To obtain a position in the field of sports marketing utilizing acquired skills in sales and communications.

EDUCATION

Bachelor of Business Administration, May 2016
Kent State University, Kent, Ohio
Major: Marketing
Overall GPA: 3.1 Major GPA: 3.5

SIGNIFICANT COURSEWORK

Sport Marketing, Event Planning and Production, Organization and Administration of Athletics, Marketing Policies and Strategies

COMPUTER SKILLS

HTML, Microsoft Excel, Word, PowerPoint

RELATED EXPERIENCE

Intern, Akron Aeros, Akron, Ohio
January - July 2015

Gathered and wrote stories for press releases and game notes. Facilitated the set-up and operation of promotional booths at various locations around Akron. Organized and ran contests for fans during each game.

Volunteer, Kent State University Women's Basketball Team, Kent, Ohio
October 2014 - May 2015

Disseminated game information to student population. Kept statistics for each home game.

OTHER WORK EXPERIENCE

Sales Associate, Kohl's, Mentor, Ohio
May 2011 - Present

Greeted customers and made them feel welcome, operated cash register, stocked and organized the men's department.

LEADERSHIP EXPERIENCE

Vice President, Kent State American Marketing Association, Kent, Ohio
September 2014 - May 2015

Recruited new members and maintained membership directory. Communicated with employers, faculty and staff to solicit speakers.

HONORS/ ACTIVITIES

Dean's List, four times
Habitat for Humanity, Spring Break 2014

JOSHUA K. SWEENEY, JR.

7481 Merriman Road • Akron, Ohio 44313 • jsweeney@kent.edu • 330/864-0091

SUMMARY:

Experienced, results-oriented purchasing manager with both domestic and international vendor relationships. Interested in opportunity with company where aggressively reducing costs and improving profit margins are valued and rewarded.

EDUCATION:

Bachelor of Science in Physics and Mathematics, May 2010
Kent State University, Kent, Ohio

RELEVANT SKILLS:

International Experience: Three years employment in Germany. Conversant in German.
Computer Skills: Microsoft Windows XP, Office 2005, QuickExpense, Champs (plant maintenance system).

EMPLOYMENT:

BARQUETTE COMPANY, INC.

Strongsville, Ohio

May 2014-Present

Barquette is a performance materials and industrial products manufacturer that achieved \$7 billion sales in 2014. The Performance Materials Division is a global supplier of specialty polymers/additives and consumer specialty products, achieving \$1.8 billion sales in 2014.

Purchasing Manager

Corporate Capital Equipment/MRO

June 2015-Present

- Managed and coordinated \$110 million in capital and MRO expenditures on global basis.
- Dotted line responsibility for 16 plant-purchasing agents with approval authority for purchases greater than \$100,000.
- Negotiated over 12 Design Build Contracts for manufacturing facilities in Belgium, India, and Malaysia.
- Average yearly savings resulted in seven percent of total expenditures.
- Launched and implemented MRO integrated supply project.

Senior Purchasing Agent

Corporate Capital Equipment

May 2014-June 2015

- Managed and coordinated \$75 million in capital expenditures on global basis.
- Supervised three senior buyers at corporate facility.
- Maintained and updated purchasing section of corporate policies and procedures manual.
- Saved \$2.3 million dollars in company expenses by implementing computer standardization program
- Developed, maintained, and managed supplier base.

YOKOHAMA RUBBER COMPANY

Montebello, California

May 2012-May 2014

Yokohama is an internationally recognized performance tire and technical products manufacturer.

Supervisor/Purchasing Agent

Corporate Raw Materials and Capital Equipment

- Purchased \$114 million in raw materials including textiles, wires, oils, lubes, and solvents.
- Negotiations during 1993 resulted in cost avoidances of 28% of total purchases.
- Supervised and trained current capital equipment buyer and customer service representatives.
- Supported five plant-purchasing groups.
- Performed forecasting, marketing analysis, inventory control, and just-in-time management.
- Specialized in purchase of custom designed equipment for all manufacturing processes.

CONTINENTAL INC.

Hanover, Germany

August 2010- March 2012

Continental is one of the world's major automotive components suppliers.

Buyer

Corporate Capital Equipment

- Selected for General Tire - Continental Tire Exchange Program as liaison for \$400 million Upgrade Expansion Project.
- Traveled extensively in Italy, France, Holland, Germany, and Czechoslovakia.

Susan A. Brown

762 Oak Park Boulevard • Kent, Ohio 44240 • (330) 672-1234 (Until August 2012)
9876 Elm Street • Lorain, Ohio 44567 • (216) 987-6543 (Permanent)
sbrown@kent.edu

OBJECTIVE

To obtain a position in the corrections field utilizing acquired education and over three years of experience in the field.

EDUCATION

Bachelor of Arts, August 2017

Kent State University, Kent, Ohio

Major: Criminology and Justice Studies Major GPA: 3.45

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Publisher

RELATED EXPERIENCE

Intern, Adult Probation Department of Summit County, Akron, Ohio (December 2014–May 2015)

- ◆ Screened adult offenders for appropriate referrals.
- ◆ Facilitated group meetings of up to 15 for first-time offenders.
- ◆ Maintained detailed records of interactions with clients and outside agencies.

Security Aide, Kent State University, Residence Services, Kent, Ohio (August 2013–May 2014)

- ◆ Enforced university policies and regulations in halls and various buildings campus wide.
- ◆ Worked cooperatively with campus police department.
- ◆ Responded to behavioral and/or crisis situations using communication and behavioral management skills.
- ◆ Received extensive training on safety measures, communication skills, conflict management and two-way radio procedures.

OTHER WORK EXPERIENCE

Camp Counselor, Camp Burton, Burton, Ohio (Summers 2013–2015)

Waitress, Olive Garden, Cuyahoga Falls, Ohio (June 2011–January 2013)

Server, Applebee's, Cuyahoga Falls, Ohio (September 2010–March 2011)

ACTIVITIES

Member, Alpha Iota, Criminal Justice Fraternity (September 2013–Present)

Historian (September 2013–January 2014)

Secretary (September–December 2013)

Volunteer, Habitat for Humanity (December 2013)

JULIE GILLIGAN

6732 Forest Glen Trail ♦ Parma Heights, Ohio 44260 ♦ (330) 345-6789 ♦ jgilligan@earthlink.net

EDUCATION

Bachelor of Arts, May 2014
Kent State University, Kent, Ohio
Major: Human Development and Family Studies
Concentration: Family Life Education
Overall GPA: 3.3 Major GPA: 3.7

SIGNIFICANT COURSEWORK

Child Development, Family Law and Procedure, Family Intervention across the Lifespan, Gerontology, Non-Profit Management, Psychology and Sociology.

SPECIAL SKILLS

Computer Skills: Microsoft Word, PowerPoint Certifications: First Aid, CPR
Language Skills: Fluent in American Sign Language

RELATED EXPERIENCE

Child Development Center, Kent State University, Kent, Ohio

Teacher Assistant (August 2012 - January 2013)

- Assisted teacher in supervision of 15-25 children ranging in age from two to five.
- Designed and implemented activities, helped with discipline, and planned field trips.

Intern (January-May 2012)

- Observed and recorded children's classroom behavior for research project.
- Assisted in planning activities and managing children's behavior to ensure positive engaging learning environment for all.

OTHER WORK EXPERIENCE

Office Assistant, Admissions, Kent State University, Kent, Ohio (October 2010 - December 2013)

- Greeted public, answered phones, directed students to appropriate personnel.
- Performed general office work, such as typing, filing, and copying.

Lifeguard, Parma Heights Recreation Department, Parma Heights, Ohio (Summers 2009 - 2012)

- Ensured safety of swimmers.
- Developed curriculum for advanced swimming lessons and lifesaving classes.

COMMUNITY SERVICE

Marketing Intern, The Salvation Army-Portage County, Ravenna, Ohio (January - May 2013)

- Developed web site content geared toward recruiting new volunteers and promoting upcoming events and service opportunities.
- Taught public disaster education programs designed to prepare community for emergency situations.
- Utilized extensive survey and demographic data for targeted marketing efforts.

ACTIVITIES

Member, National Counsel on Family Relations
Member, Women's Rugby Club

Alexander Rinancio
7052 Pebblebrook Lane
Kent, Ohio 44240
(330) 841-9652 Arinancio@kent.edu

OBJECTIVE

To obtain a Fall 2015 internship in Accounting

EDUCATION

Kent State University, Kent, Ohio

Master of Science, May 2016

Emphasis: Accounting

150 hours will be completed as of May 2016

Bachelor of Business Administration, May 2014

Majors: Accounting and Finance

121 hours completed as of May 2014

GPA: 3.9

COMPUTER SKILLS

Microsoft Excel, Word, PowerPoint, Access, Publisher, QuickBooks

RELATED EXPERIENCE

Accounting Clerk, Caring Home Help Inc., Kent, Ohio

September 2014-Present

- Completed weekly client invoicing and biweekly payroll for 30 clients and employees
- Assisted with completion of payroll and year end taxes
- Recorded transactions using QuickBooks
- Prepare monthly financial statements for Director of the Board
- Analyzed business and assisted in rate change decision, improving cash flow

Bookkeeper, Kenneth Kyger DDS, Gallipolis, Ohio

September 2012-August 2013

- Completed biweekly payroll and account reconciliation
 - Assisted in tax preparation, often logging extended hours
-

OTHER WORK EXPERIENCE

Camp Counselor, Camp Burton, Burton, Ohio

Summers 2010-2012

Server, Applebee's, Cuyahoga Falls, Ohio

December 2009-December 2010

HONORS/ACTIVITIES

Member, Accounting Association

2012-Present

Dean's List

four times

Recipient, Founders Scholarship

August 2010-May 2014

Stacey Lynn Smith

CURRENT ADDRESS

Box 309 Tri Towers
Kent State University
Kent, Ohio 44243
(330) 672-3424

PERMANENT ADDRESS

112 North Street
Meadville, Ohio 16638
(614) 542-4000
(After July 2015)

OBJECTIVE

To obtain a position within higher education administration, particularly in the areas of Admissions or Residence Services.

EDUCATION

Master of Education, May 2015
Kent State University, Kent, Ohio
Major: Higher Education Administration
Concentration: Student Development

Bachelor of Arts, May 2011
Kent State University, Kent, Ohio
Major: Psychology

HIGHER EDUCATION EXPERIENCE

Admissions

Tour Guide Supervisor, Kent State University, Kent, Ohio (September 2014-May 2015)

- Developed and trained 17 participants in Admissions outreach program
- Participated in staff meeting discussions about retention and enrollment management
- Represented University as a panel member at the Ohio Association of College Admissions Counselors New Admissions Officer Workshop
- Recruited students from eight area high schools
- Assisted staff in recruitment of transfer students from Bowling Green State University
- Hosted high school students while on campus: guided tours, provided information on campus life, and oversaw overnight housing
- Assisted in selection, training, scheduling, and development of 60 tour guides

Residence Services

Graduate Assistant, Lake Hall, Kent State University, Kent, Ohio (August 2013- May 2015)

- Developed and presented program on effective counseling skills
- Created and presented developmental programs for staff
- Provided programming resources for Resident Assistants
- Organized New Student Move In Day
- Counseled and advised staff and students
- Aided in training of 24 Resident Assistants

Resident Assistant, Prentice Hall, Kent State University, Kent, Ohio (August 2009-May 2011)

- Provided academic and personal counseling
- Coordinated social and educational programs
- Encouraged individual responsibility and wise decision making
- Supervised the living environment of 38 women

Student Activities

Operations Assistant, Kent Student Center, Kent, Ohio (August 2009-April 2011)

- Coordinated evening set-up activities for special events
- Performed secretarial duties for Director

Alcohol Peer Counselor, Kent State University, Kent, Ohio (August 2008-May 2011)

- Recruited, trained, coordinated volunteers, and developed four health programs
- Served as educational and counseling resource for the Kent community

SOCIAL WORK EXPERIENCE

Senior Practicum Student

Robinson Memorial Hospital, Ravenna, Ohio (January-April 2011)

- Developed programs for Intensive Care Unit and Stroke Club
- Facilitated weekly Stroke Club
- Provided counseling for patients and families
- Completed psychiatric social assessments
- Assisted with referrals to community agencies

Head Counselor

Imago Dei Ministries, Clintonville, Wisconsin (May-August 2010)

- Taught leadership and outdoor living to 46 junior and senior high school students
- Presented educational programs within the framework of Lutheran ministry
- Assisted with care plans and arranged activities
- Developed program to commemorate Older American's Month

RECOGNITION AND INVOLVEMENT

Honors

- Recipient, Scholastic All-American, May 2014
- Recipient, Outstanding College Students of America, August 2013
- Dean's List, five times
- Recipient, Harry S. Truman Scholar, August 2008-May 2011

Activities

- Chair, Political Action Committee
- Member, Student Senate
- Member, Senate Review Committee
- Vice President, Social Work Club
- Member, Students for Peace and Justice
- Volunteer, Adopt-a-Grandparent

Memberships

- American College Personnel Association
- Ohio College Personnel Association
- National Association of Student Personnel Administrators

Jeffrey A. Beck

89104 Sugarbush Drive • Lakewood, Ohio 44117 • (216)706-3269 • jeffreya@kent.edu

OBJECTIVE:

Full time employment in the network or systems support areas of the Information Technology industry.

EDUCATION:

Master of Technology • December 2011

Kent State University • Kent, Ohio

Emphasis: Computer Technology

Cumulative GPA: 4.0

Bachelor of Business Administration • May 2009

Kent State University • Kent, Ohio

Major: Computer Information Systems

Major GPA: 3.70

COMPUTER SKILLS:

Hardware Devices:

Cisco 2500/2600 Series Routers; Cisco 1900/2950/3550 Switches; Cisco PIX Model 501; Dell Power Edge Servers; Dell OptiPlex workstations; HP Jet Direct/Network printers; VXL/WYSE Thin Clients

Network Protocols:

TCP/IP; IPX/SPX; DHCP; DNS; SNMP; RIP; IGRP; EIGRP; OSPF; VPN; 802.11x

Server Operating Systems:

Microsoft Windows Server 2000/2003; Microsoft Active Directory; Microsoft Exchange 2003; Citrix Metaframe XP; Novell Netware 5.1; Linux; Cisco IOS 11x/12x

Desktop Operating Systems:

MS-DOS; Microsoft Windows 95/98/ME/NT/2000/XP/CE.Net; MAC OS X

Application Software:

Ethereal; Lotus Notes; McAfee Enterprise Suite 7.1/8i; Microsoft Office (all versions including up to 2003); Norton System Works; Open Office; Remote Desktop; Samba; Shavlik HFNetChk; Sophos Antivirus; Symantec Ghost 7.5/8.0; Veritas Backup Exec 9.1; VM Ware; VNC

Programming Skills:

HTML; JCL; Oracle iSQL; Visual Basic 6.0

Computer-Related Training:

Microsoft Security Guidance Training Clinic; Cisco Internetworking, Advanced Cisco Internetworking, Linux Operating Systems, Windows 2000/2003 Client-Server Networking workshops

RELATED WORK EXPERIENCE:

Network Administrator

Acendex, Inc. • Beachwood, Ohio • January 2012-Present

- Provided network support and administration to large Cleveland based health care facility
- Maintained high availability and stability in a fast-paced Windows 2000/2003 server, desktop, and Citrix Metaframe XP environment
- Coordinated with fellow network engineers and application vendors to upgrade software that enhanced the overall network infrastructure

Consultant (Self-Employed)

Cleveland/Akron Areas • August 2010-Present

- Performed PC installs, upgrades, and repairs on hardware and software for customers in the Greater Cleveland/Akron areas
- Installed wired and wireless networks for customers using Linksys and D-Link equipment

LAN Systems Specialist (Graduate Assistant)

Office of the University Registrar, Kent State University • Kent, Ohio • August 2009-December 2011

- Provided network and desktop support to over 100 users across six departments within division
- Supplied hardware and software recommendations to management
- Managed several projects that enhanced systems administration and information security policies across division
- Assisted management in the creation and modification of user and computer security policies for network infrastructure

Lab Instructor – Internetworking Workshop

College of Continuing Studies, Kent State University • Kent, Ohio • October-November 2010

- Instructed 20 graduate and undergraduate students in a hands-on workshop on fundamentals of LAN/WAN internetworking using Cisco routers, switches, and firewalls
- Taught students basic networking concepts and technologies pursuant to CCNA exam
- Assisted laboratory professor in creating lesson plans for each class session

Student Project Coordinator

Libraries and Media Services, Kent State University • Kent, Ohio • January-August 2010

- Encoded archived personal interviews from audio cassette to mp3 format for Kent State University May 4th Task Force
- Encoded educational videos from VHS to mpeg files and converted to DVD format

Computer Lab Monitor (Intern)

Client Services, Kent State University • Kent, Ohio • August 2008-May 2009

- Managed user activity in several student computer labs across university campus
- Provided training and technical support on software applications to users
- Resolved computer hardware and software issues as needed

SPECIAL PROJECTS:

- Migrated all users and computers in supported offices within Enrollment Management and Student Affairs division from Novell Netware Directory Services to Microsoft Active Directory Services
- Standardized procedures for workstation deployments and operating system image management within Office of the University Registrar
- Created inventory tracking database for hardware, software, and network configuration information for all devices within supported offices of Enrollment Management and Student Affairs division

AWARDS/ACTIVITIES:

Nominee • Total Quality Service Award • Enrollment Management/Student Affairs Division • Kent, Ohio
• March 2011

Active Member • Kent State Linux-UNIX Users Group • Kent, Ohio
• March – December 2010

Active Member • Kent State Network Users Group • Kent, Ohio
• August 2006 – December 2010

Eagle Scout Award • Boy Scouts of America, Greater Cleveland Council • Euclid, Ohio
• September 2005

HOBBIES:

Chess, rappelling, cycling, golf, running

Lauren K. Thomas

2346 Hamilton Drive • Kent, Ohio • lthomas@kent.edu • 330.672.8338

EDUCATION

Ph.D., Educational Administration in Higher Education, May 2010

Kent State University, Kent, Ohio

Concentration: Educational Policy Analysis

Master of Science, School Counseling, August 2004

Ohio State University, Columbus, Ohio

Bachelor of Science, Integrated Social Studies, May 2001

University of Cincinnati, Cincinnati, Ohio

UNIVERSITY TEACHING EXPERIENCE

Assistant Professor, Ohio University, Athens, Ohio, January 2011-Present

- Taught History and Philosophy of Higher Education, Legal Issues in Higher Education, Organization and Governance, and Multicultural Student Development
- Classes consisted of master and doctoral students ranging from 10-22 per class
- Curriculum was based on classroom and online coursework using WebVista
- Maintained weekly office hours to advise current and prospective students
- Supervised nine graduate assistants and four practicum students
- Presented curriculum and program changes to University President and Ohio Board of Regents
- Mentored doctoral students in preparation for defending dissertation

Adjunct Faculty, Kent State University, Kent, Ohio, May 2010-January 2011

- Taught Employment Law, History of Higher Education, Intercultural Communication, Politics, Policy and Power, and Administration of Student Disability Services
- Oversaw two graduate assistants and reviewed semester goal and observations
- Collaborated with faculty in multicultural student development research
- Stayed well-informed on developments in higher education through research, faculty collaboration, and various conference attendance
- Mentored international students and provided related on-campus programming in collaboration with International Office
- Assisted students with disabilities to provide appropriate academic accommodations in order to promote academic success

RESEARCH EXPERIENCE

Researcher, Case Western Reserve, Cleveland, Ohio, August 2012-December 2013

- Collected and analyzed data on success rate of first generation students attending private colleges
- Collaborated with five Ohio private college Admissions Departments to create surveys and questionnaires
- Prepared reports of findings to division administration and department deans
- Monitored study activities in order to comply with University research procedures

Research/ Teaching Assistant, Kent State University, Kent, Ohio, May 2008-May 2010

- Assisted Professor in preparation, grading, teaching of Contemporary Higher Education and College Student Development
- Lead class discussions and provided group study sessions
- Developed and examined final case studies
- Prepared, proctored, and corrected class exams

OTHER PROFESSIONAL EXPERIENCE

Guidance Counselor, Canton City Schools - McKinley High School, Canton, Ohio, September 2005-August 2008

- Counseled students to help them understand and overcome personal, social, or behavioral problems
- Provided crisis intervention and workshops to students for handling difficult situations at school such as social bullying, drug and alcohol awareness, and relationship challenges

High School Social Studies Teacher, Louisville High School, Louisville, Ohio, September 2002-May 2004

- Adapted teaching methods and instructional materials to meet students' varying intellectual needs, learning styles, and interests
- Maintained accurate and complete student records as required by laws, district policies, and administrative regulations
- Enforced all administration policies and rules governing students

Cheerleading Coach, Louisville High School, Louisville, Ohio, August 1999-August 2002

- Implemented weight room training and nutrition initiatives in conjunction with school's athletic trainer and dietician
- Trained 10 team members on proper technique, risk management, and safety procedures
- Benchmarked student progress by introducing monthly goal setting sessions
- Fostered safe environment by becoming member and involved contributor to the American Association of Cheerleading Coaches and Administrators (AACA)

GRANTS

Models of Exemplary, Effective, and Promising Programs for College Students Facing Dismissal, ACPA

Foundation Grants

Collaboration with: Michael Beading

Awarded: \$5,000

Motivating First-Generation Students to Pursue Careers in Science, Technology, Engineering and Math Careers, Kent State University

Awarded: \$2,500

Creating Successful Programs with Student Learning Communities, Walsh University

Collaboration with Meagan Street

Awarded: \$3,000

PUBLICATIONS

Thomas, L.K. & Michell, M.J., "Millennial students as future leaders" Oracle: The Research Journal of the Association of Academic Advisors.

PRESENTATIONS

Thomas, Lauren K., (2011), "Student Development for the Early Career."

- Presented at Student Affairs Administrators in Higher Education (NASPA) annual conference, Phoenix, Arizona

Thomas, Lauren K. and Wright, Erin L., (2010) "Managing the New College Graduate."

- Presented at College Student Educators International (ACPA) annual conference, Boston Massachusetts

Barker, Samantha T. and Thomas, Lauren K. (2008), "Reaching the Millennial Student."

- Presented at Ohio Career Development Association (OCDA), Columbus, Ohio

UNIVERSITY LEADERSHIP

Organization Adviser, Kappa Gamma, Ohio University, 2011-2013

Committee Member, Upward Bound "A Day in the Life of a College Student," 2008-2011

Committee Member, University President and Provost Search Committees, 2008 and 2010

Mentor, Mothers Mentors and Muses, Kent State Women's Center, 2009

Sarah Johnson

5344 Raymond Street • Maple Heights, Ohio • 216-555-5555 • sjohnson@kent.edu

Objective

To obtain part-time student employment at Kent State University

Education

Bachelor of Arts, May 2019

Kent State University, Kent, Ohio

Major: *Communication Studies*

Concentration: *Interpersonal Communication*

Honors Diploma, June 2015

Maple Heights High School, Maple Heights, Ohio

Work Experience

Cashier, Marc's Grocery & Deep Discount Store, Garfield Heights, Ohio (June 2012-June 2015)

- Received payments by cash, check, credit cards, vouchers, or automatic debits
- Issued receipts, refunds, credits, or change due to customers
- Assisted customers by providing information and resolving their complaints
- Processed merchandise returns and exchanges
- Stocked shelves and marked prices on merchandise

Server, Chris' Dinner, Maple Heights, Ohio (June 2011-May 2012)

- Checked with customers to ensure enjoyment of meals and correct any problems
- Collected payments from customers
- Wrote food orders and entered them into computers for transmittal to kitchen staff
- Prepared checks that itemize and total meal costs and sales taxes

Babysitter, Striker Family, Maple Heights, Ohio (September 2010-January 2013)

- Maintained safe play environment for twin babies and infant
- Dressed children and changed diapers
- Observed and monitored children's play activities
- Communicated with parents or guardians about daily activities, behaviors, and related issues

Extracurricular Activities

Volleyball Team Captain, Maple Heights High School, August 2014-May 2015

Class President, Maple Heights High School, August 2014-May 2015

Inductee, National Honor Society, January 2015

International Experience Resume Sample

Alyson Lurner

101 West Main Street
Kent, Ohio 44240

(330) 678-9513
alurn@kent.edu

OBJECTIVE To obtain a Summer 2016 international internship in marketing, utilizing enhanced cultural awareness and foreign language proficiency.

EDUCATION **Bachelor of Business Administration**, December 2015
Kent State University, Kent, Ohio
Major: Marketing Minor: International Business
Overall GPA: 3.8

SPECIAL SKILLS

Computer: Microsoft Word, Excel, PowerPoint, Publisher, Adobe Photoshop, Illustrator, InDesign
Language: Fluent in Italian

CUSTOMER RELATIONS EXPERIENCE

On-Campus Representative, Coca-Cola Products, Kent, Ohio (August-November 2014)

- Advertised Coca-Cola products on the Kent State campus to students, student organizations, faculty, and all other organizations.
- Conducted questionnaires and focus groups to find any trends or changes in the target market.

Sales Associate, Kohl's Department Store, Stow, Ohio (Seasonal Summer 2012-2014)

- Provided excellent customer service by ensuring all customer needs were met.
 - Served as back up at checkout line in case of high register traffic.
 - Kept area clean and organized by restocking empty shelves.
-

INTERNATIONAL EXPERIENCE

Visiting Student, Kent State University, Florence, Italy (January-August 2013)

- Established rapport with peers in classroom as well as within non-English speaking host family.
 - Led fellow students and professor in class debate regarding trade theories and political climate.
 - Enhanced Italian language skills through both classroom and cultural experiences.
 - Developed additional sensitivity and awareness of global economic and political issues.
 - Participated in engaging coursework combining business theory and strategies within particular cultural contexts.
 - Visited three other neighboring countries.
-

MEMBERSHIPS

Member, KSU United Way (2013-Present)

Member, American Marketing Association (2012-Present)

MAURICE MANNING

177 Champlain Street • Akron, Ohio 44306 • (330) 996-5351 • manning@beaconjournal.com

OBJECTIVE Seeking a position in human resources, utilizing strong interpersonal communication and management skills

SKILLS

Management

- Supervised and directed the daily activities of a staff of seven clerical personnel, including training, scheduling and workflow distribution
- Appraised employee performance levels based upon individual and team objectives
- Conducted monthly staff meetings and fulfilled the role of an effective liaison between management and support staff

Recruitment

- Wrote vacancy notices to accurately reflect the qualification requirements for clerical positions
- Utilized written and online resources to advertise vacancies and generate applicants
- Performed all aspects of the hiring process for support staff, including prescreening, behavioral interviewing, assessment of qualifications, and reference checks
- Negotiated wage and benefit agreements

Communication

- Developed an employee procedures manual for distribution to all new employees during orientation
- Organized and facilitated two in-service training programs for a staff of 20
- Coordinated with personnel office on EEOC compliance
- Utilized listening and verbal skills to resolve technical, professional, and interpersonal conflicts among individuals from diverse backgrounds

Technical

- Experienced with PC and mainframe computer operations
- Recently achieved Microsoft Office Suite certification

PROFESSIONAL EXPERIENCE Office Manager, Editorial Department, Akron Beacon Journal, Akron, Ohio
2008 - Present

Administrative Assistant, American Greetings, Inc., Cleveland, Ohio
2005 - 2008

EDUCATION Kent State University, Kent, Ohio
Bachelor of Arts, May 2005
Major: History
GPA: 3.3

References for
HORATIO V. SANCHEZ

Ms. Anna Lorning

Office Manager
DeWeese Health Center
Kent State University
P.O. Box 5190
Kent, Ohio 44242
(330) 672-2252
alorning@kent.edu

Mr. Jay White

Manager
Rockne's
1935 Route 59
Kent, Ohio 44240
(330) 672- 1324
jwhite@msn.com

Dr. Kevin Graham

Assistant Professor
Kent State University
P.O. Box 5190
Kent, Ohio 44242
(330) 672-2211
kgraham1@kent.edu

Ms. Jenna Anderson

Volunteer Coordinator
Geauga Humane Society
P.O. Box 116
Novelty, Ohio 44072
(330) 338-4819
jenna@geaugahs.org

Cover Letter Sample

1427 East Summit Street
Kent, Ohio 44240

November 22, 20XX

Terri J. Williams
Vice President
Bank of America
Human Resources, Northwest Division
P.O. Box 37000
Portland, Oregon 97707

Dear Ms. Williams:

I am writing in reference to the Management Trainee position available at multiple locations in Portland, Oregon. I became aware of the opening through the Career Services Center at Kent State University. I will be graduating from Kent State University this August, receiving a bachelor of business administration with an emphasis in finance.

Six years of full-time and part-time work in the field have captured my career interests in banking. I realized that a degree was needed in order to fulfill my goal of attaining a higher managerial position, so I pursued my education and am nearing its completion. Through my banking experiences and academic background, my communication, time management and leadership skills have all been strengthened. This is evidenced by my involvement in work, classes, and professional organizations. I am eager to learn new skills and ideas, and strive for results.

In researching your organization, I was impressed by the 35% growth rate that Bank of America has experienced within the past three years. Additionally, I am very interested in the many innovative ideas that your organization has implemented, including the mentoring program for first year employees.

The enclosed resume highlights my experiences and skills; additional information and references are available upon request. I would welcome the opportunity to meet with you and further discuss my fit at Bank of America. I currently live in Kent, Ohio, but am planning to relocate to the Portland area shortly after graduation. I will be in Portland beginning May 20th, and will be available for an interview at that point. If it fits with your schedule, I would be eager to speak with you via telephone prior to that date. You can reach me in Ohio at (330) 671-8878 until May 19th. Beginning May 20th, you can reach me in Oregon at (206) 301-1904. Additionally, I use email regularly and can be contacted at any time at tmayers@yahoo.com. Thank you for your time and consideration.

Sincerely,

Taylor Mayers

Taylor M. Mayers

Cover Letter Sample

138 Water Street
Kent, Ohio 44240

April 10, 20XX

Ms. Anne E. Little
Director of Athletics
Winston-Salem State University
601 Martin Luther King Junior Drive
Winston-Salem, North Carolina 27110

Dear Ms. Little:

I am writing in reference to the open position of Assistant Athletic Director for Sports Information. I will be earning a bachelor of business administration degree with a marketing concentration in May 20XX, and am eager to utilize both my academic and sports industry experience at Winston-Salem State University.

A combination of academic coursework and practical experience in the sports industry has prepared me to become an effective team member at the "Campus of Champions." As a volunteer for the Kent State women's basketball team, I increased my knowledge of the year-round operation of a Division I sports program. Maintaining and disseminating various game statistics has provided me the opportunity to illustrate my accuracy, attention to detail and ability to adhere to strict deadlines. Through this process, I developed trusting relationships with players, coaches and members of the media. My internship with the Akron Aeros further developed my writing and organizational skills. Via press releases and other team publications, I was able to combine technical and creative writing styles that both informed and entertained the reader. I operated promotional booths throughout the Akron area, which enhanced public awareness of the Aeros. As a result of these experiences, I have grown accustomed to weekend and evening hours.

As my resume indicates, I have experience with HTML. My increased responsibilities with the women's basketball team this season will include assisting with their web site. I have sought out opportunities to enhance my interpersonal skills as well. My involvement as Vice President of the American Marketing Association has given me more confidence in communicating with a wide range of audiences.

With my related experience and educational background, I believe I can make a significant contribution to the Winston-Salem State University Athletic Department. I would like an opportunity to further discuss the position and my qualifications. To arrange an interview, please call me at 330-672-2360. I will contact you in a week to confirm receipt of my materials. Thank you for your consideration.

Sincerely,

Daniel Stevens

Daniel A. Stevens

Cover Letter Sample

1959 East Ninth Street
Cleveland Heights, Ohio 44235

June 21, 20XX

Mr. Ben Wisemann
Director
Henning Theatre
234 Maple Road
Cleveland, Ohio 44115

Dear Mr. Wisemann:

I recently became aware of an opening for a House Manager at Henning Theatre advertised in the May issue of Art Search. Please accept my letter and resume as an application for the position. I have a Bachelor of General Studies degree and a minor in Business Administration. My goal is to obtain a position where I can combine my love for the arts, a well-rounded liberal arts education, and my business knowledge.

As my resume indicates, I have worked hard to develop my professional skills in the area of business management. Specifically, I served two summers assisting the manager of a large convention center that held over 2,000 patrons. During that time, I was directly involved in attracting nationally known entertainers to the center. I also scheduled events, performances, and employees. I also have experience in a theatre setting, as I volunteered during numerous Kent State University theatrical performances. My experience is broad - I sold tickets, assisted in fundraising, designed and distributed publicity materials, and even participated in the excitement of the show by working as a stagehand. I feel that I could easily combine my knowledge of and passion for the theatre with my experience managing a large facility, which would make me an excellent candidate for the position at Henning Theatre.

Additionally, my direct involvement as a performing artist in the Kent State University Choir has given me a unique perspective to bring to the position. A good understanding of performers' needs, together with my business experience, would allow me to be a part of the whole environment - a total manager.

By virtue of my education and experience, I feel I am well qualified for this position. I would welcome an opportunity to meet and discuss my qualifications. Being a part of a winning team is important to me. I am impressed with the reputation of Henning Theatre and believe I could make a strong contribution. Please contact me for an interview at your convenience. I will call you in ten days to see if you have received my materials. Thank you for your consideration.

Sincerely,

Whitney McAllen

Whitney McAllen

Enclosure

Cover Letter Sample

765 River Front Boulevard
Kent, Ohio 44240

August 3, 20XX

Ms. Bonnie Pitzer
Director
Family and Children First Council
Summit County Children Services
264 South Arlington Street
Akron, Ohio 44306

Dear Ms. Pitzer:

Please accept this letter and enclosed resume as evidence of my interest in the Early Intervention Coordinator position at Family and Children First Council, as advertised in the August 2, 20XX edition of the Akron Beacon Journal. I will graduate this month with a Bachelor's degree in human development and family studies with an emphasis in family life education from Kent State University, and believe that my education and experience are well suited for this position.

Last year I interned at Head Start of Summit County. During the first part of the year I worked with children from low-income families coordinating and supervising activities, and assisting the teacher with behavioral management. During the second semester I worked more closely with the administrative team, assisting with the research and writing of a \$25,000 grant, and coordinating efforts with other community service organizations.

Additionally, my work as a Resident Assistant has afforded me the opportunity to strengthen my communication and public relations skills. I planned educational and social activities, mediated conflicts, and served as an advocate for the women on my floor with many of the university's administrative offices. This position also required strong administrative and organizational skills for which I consistently received high marks on my semi-annual evaluations.

Summit County Children Services is a place where I have always envisioned building my career. Last winter, I completed a weeklong externship in the Intake Unit, an experience that provided me with a firsthand view of the type of community work Children Services embarks upon. Additionally, I regularly check the agency's web site to view new information and upcoming events. I am especially impressed by, and excited about the prospect of working on, a project that is preventative in nature such as the Family and Children First Council.

I believe that I am well qualified for this position and would welcome the opportunity to discuss my specific qualifications with you. I look forward to hearing from you soon.

Sincerely,

Anne Wilson

Anne M. Wilson

Advanced Cover Letter Sample

1341 Summit Avenue
Columbus, Ohio 44242

October 12, 20XX

Steven Burkell, News Director
WRPM Radio
4675 LaRusch Lane
Pittsburgh, Pennsylvania 15201

Dear Mr. Burkell:

Enclosed is a resume in application for your News Director position at WRPM. As a current Reporter and Assistant News Director who has spent 14 years in the business, I have the skill, the knowledge, and most importantly, the dedication and commitment listeners have come to expect from your station. Let me highlight a few of the areas where I believe I am exceptionally qualified to fulfill the requirements of your position:

YOUR NEEDS

MY QUALIFICATIONS

- | | |
|---|--|
| • Four-year degree in journalism | • Earned Bachelor of Science in Journalism with a Broadcast News concentration from Kent State University |
| • Ten years experience in a top-40 market | • Reported at WBNS in Columbus since 2004
• Spent three years previously working in Indianapolis as an award-winning journalist (Market #40) |
| • Editorial planning and scheduling | • Suggested story ideas during meetings with anchors and managers
• Coordinated live programming of breaking news events for WBNS
• Created schedules for reporters and anchors
• Volunteered to be liaison to WBNS programming and operational staffs |
| • Reporting and anchoring | • Wrote and anchored 25 daily newscasts for Clear Channel Columbus stations
• Hosted weekly public affairs show in Indianapolis
• Produced and hosted election coverage in Indianapolis and Columbus
• Anchored wall-to-wall coverage of the firing of Ohio State Head Football Coach Jim Tressel in 2011 |
| • Administration of personnel and budgets | • Involved with interviewing and hiring approximately 15 staff at WBNS
• Supported News Directors in managing budgets; never went over budget |
| • Community Relations and Support | • Served as Public Affairs Director in Indianapolis
• Welcomed community organizations to submit events for staff to cover
• Hosted dozens of live broadcasts from festivals to special events |

WRPM owns some of the most-legendary call letters in the business. It has been a dream of mine to join your staff since I began my professional journey. My experience and background will be a perfect fit to continue your commitment to excellence. I look forward to speaking with you in the near future about joining your team. Thank you for your consideration.

Sincerely,

Theresa Jones

Theresa S. Jones