

# Sample Resume and Tips

A resume is a written document that contains a summary of your experience and educational background. Highlight experiences (such as internship experience, research experience, work experience, extracurricular involvement, and volunteer work) within your resume in order of most relevance based on the specific job posting. Your resume should be tailored to each job posting you apply for and be free of errors. Read below for some quick tips!

**TIP:** Include your name, address, email, and phone number at the top of your resume.

**TIP:** You can list academic awards and achievements in your education section, as well as upper-level courses that RELATE to the job.

**TIP:** Bullet points should always start with an action verb. The verb tense (past or present) should match the timing of the experience.

**TIP:** Don't list only job responsibilities. List achievements & accomplishments too. Employers are very interested in these!

**TIP:** Consistency is key! Your font style, font size, and positioning of text should be consistent throughout your resume.

## Chauncey Chanticleer

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### EDUCATION

**Coastal Carolina University**, Conway, SC May 2014  
*Bachelor of Science in Business Management and Economics*  
Dean's List Recipient - Fall 2011, Spring 2012, Fall 2012; GPA: 3.3

**Relevant Coursework:** Strategic Management, Independent Economic Research, Macroeconomic & Microeconomic Theory, Leadership in Project Management, Management Information Systems, Business Finance, Decision Analysis, International Economic Policy, and Financial & Managerial Accounting

### ACADEMIC HIGHLIGHTS

**Warren Buffett Excursion**, Omaha, NE November 2013  
*Student Attendee*

- Attended exclusive Q&A session hosted by Warren Buffett, chairman and CEO of Berkshire Hathaway Inc.
- Toured TD Ameritrade headquarters and met with Chief Financial Officer; visited other company headquarters including Oriental Trading Company and Borsheims Fine Jewelry and Gifts.

**International Study Abroad in Business**, France, Germany, and Spain May 2013  
*International Student*

- Completed courses in International Business and Production & Operations Management.
- Demonstrated cross-cultural communication with students from partner universities.
- Learned and evaluated various companies' approaches to international business and planning.

### WORK EXPERIENCE

**Hamilton Farm Golf Club**, Gladstone, NJ April 2010 – Present  
*Staff Member- Valet Service & Golf Operations*

- Valet cars and assist with golf operations to ensure exceptional experiences for members and guests.
- Supervise 10 valet staff members during large events ranging between 100-400 guests.
- Oversee 25+ volunteers during annual LPGA Sybase Match Play Championship.

**Polo Ralph Lauren**, Conway, SC August 2012 – March 2013  
*Sales Associate*

- Initiated sales with customers through extensive product knowledge and customer service skills.
- Exceeded monthly individual sales goals and contributed to meeting store's yearly goal of over \$1,000,000 in revenue.

### ORGANIZATIONS

**Pi Kappa Phi Fraternity** - Coastal Carolina University, Conway, SC April 2013- November 2013  
*Internal Vice-President*

- Oversaw numerous chair positions vital to the internal success of the chapter.
- Conducted weekly meetings with chairmen and assisted the president with administrative tasks.
- Attended a 3-day Push America event to build recreation facilities designed for disabled individuals.

**Economic Honor Society** - Coastal Carolina University, Conway, SC April 2013- April 2014  
*President of Omicron Delta Epsilon*

- Completed all paperwork necessary for the university and the national organization.
- Planned meetings to discuss economic topics and job opportunities available upon graduation.