

Chronological Resume for teaching position

Alicia – seeking a
teaching position

ALICIA GUTIERREZ

459 Buena Vista Avenue, #3
Berkeley, CA 93700

agutier@uclink.berkeley.edu
510-345-9876

Objective School district teaching internship - passed CBEST June 2002

Education B.A. American Studies, concentration in Minority Education, May 2003
University of California, Berkeley

*This Chronological version
of Alicia's resume emphasizes
her teaching skills.*

Experience **Break the Cycle**, Berkeley, CA (September 2002-present)
Teaching Intern

- Improve 1st grade math skills
- Motivate underachieving students toward success in their annual district exams
- Design individualized curriculums

Edna Brewer School, Oakland, CA (September 2002-present)

Tutor and Teacher's Aide

- Develop a semester teaching unit on culture, ethnicity, and identity
- Conceptualize and implement a yearlong project for ESL students that will culminate in a journal of autobiographical works resulting in creating a learning tool and model for other ESL teachers, a historical archive, and a source of inspiration for other ESL students
- Drafted proposal to finance project, which resulted in being awarded grant support

Wicked Corporation, Berkeley, CA (July 1999-December 2001)

Salesperson

- Refined communication skills and marketing techniques
- Led in clothing sales for the months of July and August

National Cheerleaders Association, Garland, TX (May-July 1999, 2000 & 2001)

Instructor and Camp Leader

- Instructed students of all ages in cheerleading, gymnastics, and dance
- Collaborated with a team of instructors to create a positive, fun, and lively learning atmosphere

Activities **Rush Chairperson for Chi Omega Sorority** (January 2001-December 2001)

- Directed team of 70 chapter members in planning recruitment
- Recruited women to join Chi Omega Mu Chapter by implementing marketing strategies
- Successfully pledged full quota for two semesters
- Increased chapter unity and spirit by designing team building activities
- Budgeted spending for Rush preparation week and Rush week

Managing Editor for Maganda, a Filipino Literary and Art Magazine

(September 2001-present)

- Designed visual concept for the magazine's 2000 debut
- Organized fundraising and promotional events
- Sought out performers for events

Skills

- Proficient in conversational Spanish
- Microsoft Word, Excel, Adobe Photoshop, Dreamweaver, SoundEdit Pro, strong Internet skills

Skills/Functional Resume for marketing position

Alicia – seeking a
marketing position

ALICIA GUTIERREZ

459 Buena Vista Avenue, #3
Berkeley, CA 93700

agutier@uclink.berkeley.edu
510-345-9876

Objective Entry-level Marketing position

Education University of California, Berkeley
B.A. American Studies, concentration in Minority Education, May 2003

University of Costa Rica, Educational Abroad Program

*This skills version of Alicia's
resume emphasizes her
marketing/management
skills.*

Skills **MARKETING/MANAGEMENT**

- Coordinated team of ten in planning sorority recruitment resulting in a chapter membership increase of 35 percent. Implemented a marketing strategy that promoted the benefits of membership.
- Organized fundraising and promotional events for literary/art journal bringing together Filipino artists from areas throughout California.
- Achieved highest sales volume level while employed at a retail store.
- Collaborated with a team of instructors to create a positive, fun, and lively learning atmosphere tailored specifically for each client.

*Good use of
numbers to
quantify
achievement.*

COMMUNICATION

- Directed group of 70 sorority members and increased group unity by designing team building activities.
- Motivated 15 underachieving students toward success in district exams.
- Drafted a proposal for an educational project resulting in a \$600 grant award.

Creativity

- Conceptualized yearlong project for ESL students that will culminate in a journal of autobiographical works.
- Designed visual concept for a magazine debut event.
- Developed a semester teaching unit on culture, ethnicity, and identity.

Software Applications

- MS Word, Excel, Adobe PhotoShop, SoundEdit Pro, Dreamweaver, strong Internet skills; designed a web page.

Experience **Project Coordinator and Tutor**, Edna Brewer School (9/02-present)
Managing Editor, *Maganda*, (9/01-present)
Teaching Intern, Break the Cycle (9/02-present)
Recruitment Chairperson, Chi Omega Sorority (1/01-12/01)
Salesperson, Wicked Corporation (7/99-12/01)
Instructor and Group Leader, National Cheerleaders Association (May-July 1999, 2000 & 2001)

Chronological Resume for an architecture position

MILES STEVENS

3920 Durant Ave • Berkeley, CA 94704 • 510 547-9230
miles@uclink.berkeley.edu

| | | | |
|-------------------------|--|--|---|
| Education | UNIVERSITY OF CALIFORNIA, BERKELEY B.A. Architecture, May 2003 | | |
| Relevant Courses | Drawing Studio Design Studio Architectural Acoustics | Construction Process & Method History of Architecture & Urbanism Civil Engineering Material Properties | Energy Design in Buildings Landscape Structures Intro Structural Design |
| Relevant Experience | <p>BERG JONES ARCHITECTS, Oakland, California <i>Architecture Intern</i> (6/02-12/02)</p> <ul style="list-style-type: none"> • Conducted site surveys for Gap, Old Navy, Banana Republic, and Williams Sonoma stores • Prepared as-built drawings using Arris 7.0 • Researched code requirements and prepared survey reports • Constructed site and building models for client proposals <p>ATKINS PAINTERS, San Bernardino, California <i>Web Designer/Painter</i> (7/01-8/01)</p> <ul style="list-style-type: none"> • Designed and developed company website • Prepared and painted interiors and exteriors of residential and commercial buildings | | |
| Leadership Positions | <p>AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS (A.I.A.S.), UC Berkeley <i>AIAEB Student Representative</i> (12/01-present)</p> <ul style="list-style-type: none"> • Attend monthly AIA board meetings and events on behalf of student chapter <p>PHI SIGMA FRATERNITY, University of California, Berkeley <i>Vice President</i> (1/02-1/03)</p> <ul style="list-style-type: none"> • Organized venues, security, transportation, music, funding for all social events • Managed \$18,000 annual budget <p><i>Executive Vice President</i> (1/01-1/02)</p> <ul style="list-style-type: none"> • Administered nationally recognized pledge training program • Evaluated fraternity operations and made critical decisions <p><i>House Manager</i> (1/00-1/01)</p> <ul style="list-style-type: none"> • Coordinated 52 residents in routine maintenance and repairs of 10,000 sq. ft. residence • Supervised demolition, purchasing, contracting and scheduling of a \$12,000 bathroom renovation project <p>BERKELEY EDUCATES ON ALCOHOL AWARENESS SEMINARS (B.E.A.R.S.) <i>Student Director</i> (1/01-12/01)</p> <ul style="list-style-type: none"> • Developed and presented seminars promoting a social awareness of the risks associated with irresponsible alcohol use | | |
| SKILLS | <p>Technical: AutoCAD 2000, Arris 7.0, Photoshop, Excel, Word, HTML, Java Script Personal: Model making, leadership, teamwork, communication, public speaking</p> | | |
| AFFILIATIONS | American Institute of Architecture Students, UC Berkeley Interfraternity Council, Intramural Softball | | |

Bullet format works well to draw attention to action verbs.

Describe campus leadership activities.

Chronological Resume for policy position

LENARD I. BORGE
lib@uclink.berkeley.edu

Current Address:
44 Panoramic Way, #A
Berkeley, CA 94704
(510) 555-8798

Permanent Address:
50875 San Miguel Avenue
Hacienda Heights, CA 91746
(617) 555-8798

OBJECTIVE

Position in public policy research

EDUCATION

University of California at Berkeley, B.A. Political Science, May 2003 3.8 GPA
UCDC Program: Research, internship, and study in Washington D.C., 1/01-5/01
Hebrew University of Jerusalem 10/01-6/02

RELATED EXPERIENCE

Israeli Ministry of Justice, Human Rights Division, Jerusalem 12/01-4/02
Assistant to Director. Conducted in-depth study of prisoner history. Organized conferences, maintained contact with human rights watch groups, and established relations with families of suspected terrorists held in Israeli jails.

The Institute of World Politics, Washington D.C. 1/01-5/01
Research Intern. Monitored and briefed director on daily developments and security issues with an emphasis on Russia, national security, global organized crime, and nuclear proliferation. Wrote an extensive research paper on Russian Organized Crime/State Sponsored Corruption in the former Soviet Union.

ASUC Senate 8/00-1/01
Elected Senator. Represented undergraduate and graduate students in an on-campus political forum.
Vice-Chairman, Senate Finance Committee. Helped to manage a business budget of over \$6 million controlled by the Senate. Dispersed funds to student groups and other interests following votes and committee decisions.

U.S. House of Representatives Page 8/97-2/98
Democratic Cloakroom Staff, 103rd Congress. Aided members of congress in general cloakroom duties, communication between Chamber and offices, and delivery of official documents.

ADDITIONAL EXPERIENCE

Sage Nissan, Walnut Creek, CA 6/01-10/01
Salesperson. Sold an average of 15-20 cars monthly. Received #1 Salesman Award for September.

Minolta Business Systems, Tarzana, CA Summer 2000
Sales Representative. Engaged in sales of business copiers and fax machines in assigned territory. Generated over \$50,000 in sales.

AWARDS

Phi Beta Kappa, January 2002
Dean's Honor List, U.C. Berkeley, Fall & Spring 2001 and 2002
Golden Key Honor Society Award Recipient
Kappa Sigma Chapter Leadership Award, May 2000

LANGUAGES/INTERESTS

Fluent in English, Hebrew, and Spanish
Photography, swimming, running, sailing, travel

Brings all of his relevant experience to the top of the resume by breaking his experiences into two categories.

Chronological Resume for computer science position

Good example of showcasing skills and projects that support objectives.

Nancy Lawrence

1899 Fulton Way, Apt. # 333

Berkeley, CA 94528

(510) 555-6565

nlawrence@cory.eecs.berkeley.edu

<http://www.nlawrence.com>

Web page provides opportunity to demonstrate HTML skills.

Objective Software Engineer

Education University of California, Berkeley
BA Computer Science, May 2003 (GPA 3.1)
Design classes: Programming Language & Compilers, Operating Systems, Data Structures, Digital Design, and Database Systems.

Computer Skills

Software: ViewLogic Workview, Oracle, vxWorks, and Tornado

Programming: Java, C++, Visual C++, HTML, LISP, MIPS assembly, VHDL

Applications: Networking (Mosaic, Netscape, FTP), Database (SQL, dBase), Wordprocessing (Microsoft Word, Mac Write, Word)

Operating Systems: Windows 2000/NT/98/95/3.1, Unix (BSD, Solaris)

Projects

- Designed and implemented an operating system including thread management, multiprogramming, virtual memory, file systems, and networking capabilities (nachos, UNIX, C++)
- Designed and implemented a disassembler (MIPS RISC assembly language, UNIX, C++)
- Developed a serial and infrared sender, receiver, and controller (Xilinx FPGA and software)

Experience WIND RIVER SYSTEMS, Alameda, CA
Engineering/QA Co-op Intern: Identified the problems of the Real Time Operating System, vxWorks. Communicated with development engineers and recommended solutions. Installed and operated vxWorks. Planned, designed, and implemented regression tests for vxWorks libraries. (5/01-7/02)

COLLEGE OF SAN MATEO, San Mateo, CA
Computer Lab Assistant: Responded to students' questions and helped them resolve problems in C, C++, and PASCAL. Developed interpersonal skills and problem solving strategies while working with students from a wide range of backgrounds. Worked in the lab 20 hours/week while completing lower division coursework at the college. (2/99-6/00)

SATELLITE TV WORLD, Redwood City, CA
Technician: Installed and maintained home satellite television systems. Repaired and rebuilt systems. (1/97-8/98)

Chronological Resume for laboratory position

Anna Liu

Local: 333 Haste St., Apt. 200C, Berkeley, CA 94708 (510) 555-8798
Permanent: 1898-20th Avenue, San Francisco, CA 94122 (415) 566-8522
Email: aliu@uclink.berkeley.edu

Education **University of California at Berkeley**
Bachelors of Arts in Molecular and Cell Biology, December 2002
Emphasis in Cell and Developmental Biology

Laboratory Skills Enzyme characterization, RIAs, ion-exchange chromatography, gel electrophoresis, media preparation, protein, assays, plasma preps, aseptic techniques, use of radioisotopes, HPLC, cell fractionation

Coursework Biology Physics Cell Biology
Chemistry Human Physiology Microbiology
Organic Chemistry Human Anatomy Biochemistry

Experience
(8/02-present) **Laboratory Instructor**
Vista Community College, Berkeley, CA

- Lecture in genetics, immunology, microbiology, and general biology
- Prepare stock solutions and media
- Supervise teacher assistants and oversee 35 students in each class
- Work with a team of professors and teacher assistants in publishing new lab manuals

(8/01-present) **Research Assistant**
Comparative Endocrinology Lab, University of California, Berkeley

- Plan, organize, and assume long-term and short-term research projects
- Analyze, research, and study the evolution of hormones
- Develop expertise in the metabolic pathways of thyronines
- Adept in RIAs, enzyme characterization, and handling radioactive materials

(1/01-5/01) **Student Caseworker**
Suitcase Clinic, Berkeley, CA

- Interviewed homeless & low-income individuals for general profile and to determine their problems
- Worked with lawyers, physicians, and social workers to obtain services for homeless individuals

(1/00-6/00) **English Tutor and Mentor**
City College of San Francisco, San Francisco, CA

- Actively involved in teaching students the complexities of the English language
- Provided assistance to tutors in subjects such as biology

Activities
(8/01-present) **Mentor**, Chinatown YMCA

(12/01-6/02) **Officer**, Society of Cal Integrative Biology Undergraduate Students (SCIBUGS)

(8/99-12/01) **Fundraiser**, Recreation Center for the Handicapped

Additional Skills Corel Quattro Pro, MS Excel, MS Word, WordPerfect, and DOS; fluent in Cantonese

Chronological Resume for consulting position

Cathy Fu

225 Parker Street #304, Berkeley, CA 94704
(510) 555-1500 email: cathyfu@hotmail.com

Seeking a position outside her major – no need to list science courses or lab skills for a business position.

Objective An entry-level position in management consulting or a related field

Education University of California, Berkeley
BA Molecular and Cell Biology, emphasis in Neurobiology with Honors thesis, 5/03
BA English, emphasis in twentieth century literature, 5/03

- Cumulative GPA 3.88
- SAT: Math 750, Verbal 690

Awards and Honors U.C. Berkeley Regents’/Chancellor’s Scholarship (1999-2003), U.C. Berkeley Alumni Leadership Scholarship (1999-2003), Molecular and Cell Biology Departmental Award - Outstanding Neurobiologist (2002), Howard Hughes Medical Institute Undergraduate Fellowship (2001), Phi Beta Kappa

Experience

Research Assistant, Molecular and Cell Biology Department, U.C. Berkeley (2002-2003)

- Independently designed and executed both long-term and short-term projects in one of the top neurobiology labs in the nation
- Collaborated with other investigators to modify on-going projects
- Quickly learned and utilized many molecular and histological techniques and adapted existing protocols to improve experimental results
- Analyzed data and applied results toward the adjustment of current projects and planning for future projects

Teaching Assistant, Interdisciplinary Studies Department, U.C. Berkeley (2000-2003)

- Developed lesson plans, evaluated assignments, and led discussions for a group of fifteen students
- Collaborated with twenty teaching assistants to modify the course to suit student needs

Student Caseworker, Suitcase Clinic, Berkeley, CA (2002-present)

- Interviewed homeless or low-income individuals for general profile and to determine their problems
- Worked with lawyers, physicians, and social workers to obtain services for homeless individuals

Tutor
African American Studies Department, U.C. Berkeley (2000-2001)

- Worked with children to develop creative methods for teaching basic math skills to under privileged and/or learning-disabled fifth graders

Private Tutor for Foreign Students, Berkeley, CA (1999-2001)

- Helped two U.C. Berkeley students develop well-structured, analytical papers for liberal arts classes

Skills

Oral Communication: delivered slide-based talk to faculty and students for honors research project, lectured on health/medical issues to a class of fifteen students, presented oral lab reports

Written Communication: wrote thesis for honors project, produced written reports, authored many literary critical papers

Computers: rapid learner with extensive use of the Internet, Microsoft Word, Microsoft Office, Excel, Adobe Photoshop; used computers to scan images and produce slides from these images

Hobbies/Interests Writing fiction, drawing, hiking and camping, travel, viewing and participating in performing arts, health and medical issues, psychology, new technology

Uses non-science vocabulary to describe lab experience.

Points out skills relevant to consulting.

Chronological Resume for consulting position

Joshua Larson

2503 Channing Way, Apartment 800, Berkeley, CA 94704 (510) 555-8882 walter@uclink.berkeley.edu

EDUCATION:

WALTER A. HAAS SCHOOL OF BUSINESS, University of California, Berkeley

Bachelor of Science, Business Administration, May 2003

Major GPA: 3.518 Overall GPA: 3.441 SAT Math: 710 Verbal: 800

*Consulting firms
usually ask for GPA
and SAT scores.*

WORK EXPERIENCE:

Catalyst Partners, INC., San Francisco, CA

(12/01-present)

Consultant: Work with a team of five students and three Accenture professionals to increase awareness of and participation in client's online software. Review software and existing marketing plan by interviews. Conduct basic market research with customer base through interviews and paper-based surveys. Develop updated marketing plan and create implementation plan for local roll out of software.

Spherion Technology Infrastructure Solutions, Pleasanton, CA

(6/01-8/01, 12/00-1/01)

Intern: Gathered and researched leads for account executives. Performed phone interviews with industry executives. Created Excel spreadsheet to track recruiter's placements.

Psychology Department, University of California, Berkeley, Berkeley, CA

(1/00-5/00)

Research Assistant: Managed a team of four behavioral coders for a project that investigated age differences in emotion. Conducted literature searches and library research. Attended weekly team meetings to assess progress, discuss coding methods, and read and discuss relevant articles. Made over 40 calls to survey, recruit, and schedule potential participants.

ACTIVITIES:

Eggster Hunt & Learning Festival, Berkeley, CA

(8/99-present)

Overall Co-Director: Manage 11 committee heads to facilitate all aspects of a 60+ member organization whose mission is to (1) sponsor five local children's nonprofits financially and with time and talent and (2) offer a free event consisting of 10 egg hunts and 50+ educational booths geared toward children from disadvantaged and disabled backgrounds.

Community Relations Co-Chair: Supervised and developed leadership in 10+ member committee. Screened and selected five agencies and developed working relationships through community service projects and conference meetings. Assisted organization in raising \$26K and attracting attendance of 3500+ people at event.

Alumni Scholars Club, Berkeley, CA

(8/99-present)

Continuina Member/Marketina Chair. Freshman/Finals Survival Kit Committee: Tracked and ordered materials for over 600 kits per semester. Researched prices for kit materials and supervised package assembly for distribution. Raised over \$15K through extensive mailing to parents of UC Berkeley students.

Children's Hospital Oakland, Oakland, CA

(6/99-8/99)

100 Hour Volunteer: Assisted in patient care by playing with patients in the fifth floor playroom and conducting bedside visits. Created and set up arts and crafts projects for groups of 10 children.

HONORS:

National Society of Collegiate Scholars, California Alumni Association Leadership Scholarship, Robert C. Byrd Scholarship, won 14 merit scholarships for college

*Shows a broad range of interests and
mastery of a musical instrument.*

SKILLS & INTERESTS:

Computer Skills: Proficient in Microsoft Office 1997/2000, Adobe PhotoShop, Windows 98, and web design languages (HTML, JavaScript)

Languages: Spanish (conversational), Cantonese (conversational). Interests: Avid vocalist, painter and photographer. Accomplished dancer, performed in Oakland Ballet Company's production of *Nutcracker*.

Skills/Functional Resume

CHRISTOPHER LEWIS

1475 Grand Avenue, Apt. 3
Oakland, CA 94602
(510) 555-2217
christol@abc

OBJECTIVE Entry level editorial position

Good way to bring attention to relevant skills.

SUMMARY OF QUALIFICATIONS

- Staff Editor for The Archaeological Review from Cambridge University, England
- Trained in expository, media and academic writing
- Developed archival system for museum film collection
- Proficient in Microsoft Word, PowerPoint, Publisher, SASS and Macintosh programs

SKILLS

Uses Skills format so that he can highlight his writing and editing experiences and de-emphasizes his Archaeology background.

Writing/Editing

- Edited submitted papers for content, coherence, and language usage
- Transferred edited copy from print to Publisher and formatted material for publication
- Completed Master's dissertation: currently synthesizing select chapters for publication

Research

- Developed, implemented and interpreted six-page questionnaire
- Developed sampling techniques including special variant of standard random sample
- Prepared raw data for computer analysis

Organization/Administration

- Coordinated all aspects of four-day, international professional conference. Developed agenda, scheduled speakers and organized discussion groups.
- Catalogued and curated the American Indian Ethnographic Film Collection for the Lowie Museum of Anthropology.
- Scheduled and coordinated auditions and interviews for performers and technical staff for commercial and industrial film projects.
- Evaluated and contacted prospective clients and talent agencies as production assistant in commercial and industrial film projects.

WORK HISTORY

| | | |
|-------------------------------------|-------------------------------|-------------------------|
| Field Archaeologist and Lab Analyst | San Jose State University, CA | Spring 2000 |
| Field Archaeologist and Lab Analyst | Enlene and Verberie, France | Fall 1998 - Summer 1999 |
| Field Archaeologist | Jefferson Park, MD | Summer 1998 |
| Sales Associate | Canterbury, San Francisco, CA | 1995-96 |
| Collections Curator | Lowie Museum, Berkeley, CA | Summer 1995 |

EDUCATION

M.A., Archaeology, Modern Material Culture 2002
Cambridge University, Cambridge, England

B.A. Anthropology 2000
University of California, Berkeley

Chronological Resume for summer internship

Jennifer Miller

777 Santa Barbara Ave.
Berkeley, CA 94787
(510) 555-5678
jm@uclink4.berkeley.edu

*Listing coursework is helpful,
especially if you don't have
related experience.*

Objective: Summer internship in Chemical Engineering

Education: University of California, Berkeley
B.S. Chemical Engineering, Chemistry Minor, May 2004, Junior Standing

Relevant Courses:

| | |
|---------------------------|--|
| Chemical Process Analysis | Environmental Biotechnology |
| Thermodynamics | Chemical Kinetics & Reaction Engineering |
| Process Fluid Mechanics | Heat and Mass Transfer |
| Process Control | Separation Processes |
| Technical Communication | Air Pollutant Emissions and Control |

Skills

Lab equipment: Atomic Absorption Spectroscopy, Gas Chromatography, Supercritical Fluid Extraction, and Ion Chromatography

Computer: MS-DOS/Windows and Macintosh applications including Microsoft Office, WordPerfect, Cricket Graph, Kaleidagraph, and Mathcad; FORTRAN programming

Other: Strong analytical and problem-solving techniques, excellent communication skills, and capable of working successfully both in groups and independently

Related Experience: University of California, Berkeley, Environment, Health and Safety (EH&S)
Strawberry Creek Management Intern, Jan.2002 - present

*Excellent way
to point out
nontechnical
strengths*

- Assess water pollution sources in the Strawberry Creek Watershed using physical parameter and surface water chemistry measurements
- Develop a water quality monitoring plan, applying environmental regulatory compliance and urban creek restoration methodologies
- Prepare a written report documenting assessment
- Attend EH&S project management and implementation meetings

College of Chemistry

Instrument Technician for Environmental Chemistry, Aug.2002 - present

- Trained to use: Perkin-Elmer 3100 atomic absorption spectrometer, Dionex, Basic Ion Chromatography Module DX-300 series, Perkin-Elmer Autosystem Gas, Chromatograph, and Hewlett-Packard 7680T SFE Module
- Demonstrate and explain above instruments to students
- Prepare laboratory demonstrations and chemical standards

College of Chemistry

Lab Assistant, Jan.2001-Aug.2001

- Assisted in development of water quality and led remediation experiments
- Obtained and analyzed water and soil field samples
- Performed contamination-free analytical chemistry and prepared standards
- Performed extensive library research

Other Experience: Fatapple's Restaurant and Bakery, El Cerrito, CA
Waitress, Host/Busser, Cashier Sept.2001 - present

Chronological Resume

for summer internship – sophomore

Casey Kim

Current Address: 1234 University St., #222, Berkeley, CA 94704 (510) 555-0777

Permanent Address: 22222 Sunny Drive, Hemet, CA 92544 (909) 555-9254

Email: caseykim@uclink4.berkeley.edu

OBJECTIVE

To obtain an internship in the field of Business Administration.

EDUCATION

University of California, Berkeley

Major: Architecture Minor: Business Administration

Expected graduation date: May 2005

First and second year students may include high school experience and accomplishments.

WORK HISTORY

University of California, Berkeley

Administrative Intern, Haas Center for Executive Development, February 2001 - present

Maintain advertising calendar of events for promotion activities, research prospective companies for programs, coordinate in-house mailings (international and domestic), creative advertising editing, data entry, filing and other general office work.

Hemet Hoopstars Basketball Camp

Basketball Coach, June 2000 - September 2000

Trained and instructed children ages 7-11 in basketball fundamentals.

EXTRACURRICULAR ACTIVITIES

Priestley Dormitory Hall Association

Community Board Representative, September 2000 - May 2001

Provided a sense of community by uniting residents of five dormitory buildings. Planned and executed special events for approximately 1250 residents.

Hemet High School Basketball Team

Varsity Captain/point guard, Fall 1998 and Fall 1999

Junior Varsity Most Valuable Player, Fall 1997

SKILLS

Computer: HTML, Javascript, Microsoft Office software

Language: Speak Korean

Chronological Resume for summer position

Janet Jones

jjj47@uclink4.berkeley.edu

This summary focuses the employer's attention on your transferable skills

Permanent Address
9347 West Bell
Inglewood, CA 90301

Campus Address (until 5/22/03)
2222 Dwight Way Apt. #9
Berkeley, CA 94704

SUMMARY OF QUALIFICATIONS:

- Over five years of customer service experience
- Experienced conducting research and making presentations
- Outgoing, personable, and enjoy working in teams and on group projects

EDUCATION:

University of California, Berkeley

B.A. Political Science. Minors: Business Administration & African American Studies, May 03 - Junior

WORK EXPERIENCE:

University of California, Berkeley, Career Center

8/02-present

Peer Advisor

- Delivered more than twelve hour-long oral presentations to a variety of student groups
- Compiled presentation materials on service oriented topics for numerous University of California, Berkeley student groups and organizations
- Worked cooperatively in a team of eight to publicize Career Center Job Fairs and workshops

Yogurt Park, Berkeley, California

1/02- present

Customer Service Representative

- Addressed the needs of hundreds of consumers from a variety of racial and ethnic backgrounds
- Efficiently addressed customer complaints and responsible for employee conflict resolution

Old Navy, Inglewood, California

6/02-7/02

Promotional Assistant

- Interacted with hundreds of men, women, and children while giving away promotional items for a statewide 4th of July promotional event
- Worked cooperatively with a group of fifteen individuals to effectively execute 4th of July promotional activities

Clinical Psychology, UCLA Medical Center

6/02- 8/02

Research Assistant

- Gathered and processed statistical data from numerous participants that was ultimately used in a nationwide survey

Hot Dog on a Stick, Los Angeles, California

6/98-8/01

Assistant Manager

- Analyzed and implemented a new scheduling system resulting in profit increase and store efficiency
- Kept accurate account of large sums of money and financial transactions
- Coordinated and supervised numerous recreational activities and events for sixteen employees

COMPUTER SKILLS:

- MS Word, MS Excel, PowerPoint
- Research experience on GLADIS, MELVYL

References available upon request

Resume Format for Emailing

Dear Ms. Walters,

Thank you for meeting with me after the career panel program yesterday at the University of California, Berkeley. The following is a copy of my resume. I am very interested in the entry-level Manufacturing Engineering position we discussed.

I believe my strong Mechanical Engineering training and work experience in a manufacturing setting make me a good candidate. I am available to begin work after January 2, 2003.

I look forward to hearing from you. Thank you.

John Chang

All text is left margin justified and 60 characters or less per line. Hit return key at the end of each line.

RESUME

John Chang
189 Manor Lane, Walnut Creek, CA 94598
(510) 555-8975
jc@uclink.berkeley.edu

OBJECTIVE

Manufacturing Engineer

EDUCATION

University of California at Berkeley
BS in Mechanical Engineering, December 2002
Honors: Pi Tau Sigma (Mechanical Engineering honor society)
Regent's Scholar

RELATED COURSES

*Product Development *Measurement Systems
*Advanced 3D Modeling *Fluid Mechanics *Applied Fluids
*Thermodynamics *Heat Transfer *Properties of Materials

PROJECTS

*Modeled aluminum tubing framework of a DNA machine and provided cost analysis, vendor information, and component and assembly drawings.

*Conceptualized and developed a prototype for a device used to prevent the disastrous effects of household gas leaks.

EXPERIENCE

RAYTEK, INC., Fremont, CA May 2002-present
Manufacturing Engineering Assistant. Performed daily maintenance and troubleshooting of a manufacturing line. Researched and tested hardware and software scenarios for implementation of a new packaging

NOTE: continue for up to three pages (letter plus resume).