

# Chronological full time resume with experience

## SALLY N. CRUNCHER

123 Washington Street  
Chicago, Illinois 60655  
(213) 456-7890  
ssample@roosevelt.edu

**Objective:** To obtain a full-time accounting position where I can use my strong analytical and organizational skills.

### Highlight of Qualifications

- Two years supervisory experience
- Outstanding customer service and communication skills
- Strong technical skills especially in Excel.
- Four semesters of coursework in accounting

### Education

Roosevelt University, Chicago, Illinois  
Bachelor of Arts: Business Administration May 2006  
Major: Accounting GPA: 3.5/4.0  
Financed 100% of education

**Related Courses:** Advanced Financial Accounting, Cost Accounting I and II, Federal Income Tax (Corporate), Advanced Auditing, Management Information Systems, Internal Accounting

### Experience

**Manila Brand International** Evergreen Park, Illinois  
Tax Assistant Internship December 2004-Present

- Developing attention to detail skills by performing tax compliance
- Calculate depreciation in a timely and efficient manner
- Maintain fix assets
- Prepare tax returns in a fast-paced, customer service environment

**Internal Revenue Service** Chicago, IL  
Data Converter May 2002-October 2004

- Input information from 1040's and 941's forms into the Remittance Processing System (RPS)

**Dave and Busters** Addison, IL  
Various Positions, promoted to Shift Supervisor November 2000-May 2002

- Utilized strong leadership skills to train and supervise over 25 employees
- Oversaw scheduling for average 8 employees a shift
- Completed annual performance appraisals and created reports for general manager

**Computer Skills:** Microsoft Word, Excel, Access, PowerPoint, Quatro Pro, Internet

### Activities

Roosevelt University Accounting Associates, Chicago, Illinois May 2003-May 2006  
Secretary (December 2001-December 2002)  
Maintained monthly meeting minutes and emailed them to all active members

Saint Vincent De Paul Outreach Center, Chicago, Illinois May 2000-Present  
Volunteered at homeless shelter an average 3 times a month

## Internship Resume with some experience

### JOHN M TECHIE

400 Easy Street  
Arlington Heights, Illinois 60625  
Cell: 773-974-5555  
Home: 773-900-1010  
jnostalio@roosevelt.edu

#### Objective

A fall internship in information technology management.

#### Summary

Proficient in "C++" and Visual Basic programming. Enjoy learning new technologies and can do so quickly. Ability to define objectives and develop strategies with minimal supervision.

#### Education

Roosevelt University, Schaumburg, Illinois  
Bachelor of Science in Computer Science, Degree Anticipated December 2008

Oakton Community College, Des Plaines, Illinois  
Associate of Science in Computer Science, May 2006

#### Related Coursework

Computer Science I and II	Systems Analysis and Design	Database Systems
Network Applications Development	Data Communications	Software Engineering
Software Project Management	Internet Security	Information Retrieval

#### Relevant Skills

Programming Languages: C++, Java, Visual Basic, Embedded CPU Assembler  
Operating Systems: Microsoft Windows (up to XP Professional), UNIX/Linux  
Software Packages: Microsoft Office  
Database Managers: Oracle

#### Activities

Future Computer Science Professionals September 2004-May 2006: Founding Member at Oakton Community College. Created bylaws, recruited members and created promotional materials.

#### Experience

Floor Manager/Server, Macaroni Grill, Hoffman Estates, IL, May 2006-Present  
Assisted in the development and implementation of a new staff training program. Instruct trainees on proper serving techniques. Supervise staff of an average 18 servers. Effectively handle customer complaints.

## Chronological resume for admission to graduate school

### Anna Lab

4821 Maplewood Avenue  
Chicago, Illinois  
123-456-7890  
alablet@roosevelt.edu

**Objective:** To obtain admission to a graduate program in analytical chemistry.

#### Education:

Roosevelt University

Bachelor of Science in Chemistry

GPA: 3.14/4.0

Schaumburg, IL

May 2007

University Honors 4 semesters

Chemistry Coursework includes: Analytical, Instrumental, Quantitative, Physical, Biochemistry, Organic and Inorganic Chemistry with labs.

#### Skills:

Experience using HPLC, IC, GC, UVVIS, AA, NMR, IR, Spectrofluorometer, Paleographic Analyzer/Stripping Voltammeter and Bomb Calorimeter

#### Relevant Experience:

##### Schaumburg Labs, Inc.

Laboratory Assistant

##### Schaumburg, IL

June 2005-Present

- Use analytical methods for testing of drug product stability samples in support of regulatory submissions, and release of drug product.
- Validate developed analytical methods for regulatory NDA submissions.
- Prepare and issue Certificates of Analysis.
- Assist in the development of analytical methods for testing of analytical samples.
- All lab work and notebook records performed in accordance with current GMP/GLP, safety and SOP requirements.

##### Village of Lake Zurich

Lifeguard

##### Lake Zurich, IL

Summer of 2003 and 2004

- Monitored proper chemical balances needed to maintain pool conditions.
- Worked as part of a team to maintain the safety of pool patrons.

#### Professional Involvement

American Chemical Society, 2005 to Present, student member

- Received a grant to attend the National Meeting in September of 2006, award based on academic background and essay written on importance of professional connections in the science field.

## Functional resume to return to the workforce

413 North Elm Street  
Lisle, IL

# Elizabeth Return

123-456-7890  
tjjones@hotmail.com

### Objective

An administrative assistant position with a nonprofit organization that would allow me to use my excellent communication, organization and budgeting skills.

### Communication Skills

- Researched, compiled and edited news stories for a small in-house publication
- Taught time management and budgeting skills to adult learners
- Recruited volunteers for numerous nonprofit organizations by speaking at local associations and clubs
- Helped create marketing pieces using Microsoft Publisher and worked with local printers to develop brochures for nonprofit organizations
- Interview potential volunteers for positions within nonprofit organizations
- Maintained meeting minutes and regularly communicated with general membership by email and through the organization's website

### Organization Skills

- Coordinated grand opening events for a nonprofit educational program
- Arranged for vendors and concession personnel for a family activity night with over 150 individuals in attendance
- Worked as co-chairperson for a large fund-raising campaign which produced \$100,000 capital for a nonprofit organization
- Recruited, trained, and schedule 45 volunteers as part of a fund-raising campaign drive
- Organized all follow-up correspondence to donors

### Budgeting Skills

- Managed a budget of \$10,000 for a large capital campaign
- Helped with purchase orders and payment schedules for vendors and concession personnel
- Acted as budget secretary for local church's board of directors
- Worked in a thrift shop as a volunteer bookkeeper
- Helped with budget and paperwork for church craft fair

### Computer Skills

Microsoft Word, Excel, Access, Front Page, Publisher, Quicken, and Internet

### Experience

Junior League of Kane and DuPage Counties, Naperville, IL, Member and Committee Chair, 1994-Present

American Cancer Society, Lisle, IL, Volunteer Budget Officer, 1995-2003

Children's Theater, Naperville, IL, Volunteer, 2002-2003

Grace United Methodist Church, Naperville, IL, Volunteer 1996-2002, Treasurer, 2000-2001

### Education

Bachelor of Arts from Roosevelt University, Schaumburg, IL  
Major: English            Degree Received: May 1994

## Functional resume with experience

### JUAN P. MANAGER

28731 Highlighter Avenue ❖ Chicago, Illinois 60512 ❖ (773) 555-1212 ❖ jarmundo@roosevelt.edu

**OBJECTIVE** To obtain a pharmaceutical sales position where I can use my excellent sales skills and demonstrate my motivation and dedication to the industry.

**EDUCATION** Roosevelt University Chicago, Illinois  
Bachelor of Science Management December 2006  
G.P.A. 3.2/4.0  
• Coursework in management, sales techniques, marketing and accounting.

#### PROFESSIONAL PROFILE

##### Sales and Customer Service

- Led fundraising campaign for area church that raised \$50,000 for World Hunger. Created promotional materials, made cold calls, secured corporate sponsors, and motivated members to donate.
- Demonstrated effective persuasive skills in retail sales and met monthly quotas by 110%.
- Provided excellent customer service by phone and in person.
- Dealt with customer complaints effectively and efficiently.

##### Management

- Trained 15 new employees in effective customer sales techniques.
- Served as responsible store supervisor in the manager's absence.
- Supervised various youth recreational activities.

##### Organizational

- Provided support in producing all forms of communications using Microsoft Word, Publisher, and PowerPoint.
- Recognized by supervisors for being efficient and nominated for employee of the year in 2006.
- Planned and organized merchandising of store displays.
- Designed and developed a coding system in Excel for a course research project.

**LANGUAGES** Speak and write English and Spanish fluently

##### COMPUTER

**SKILLS** Microsoft Word, Publisher, Excel, PowerPoint, Some Front Page experience.

#### PROFESSIONAL EXPERIENCE

**Fruehauf Leasing Corporation** Chicago, Illinois  
*Customer Service Representative* 2002-Present

**Church of the Holy Spirit** Chicago, Illinois  
*Adult Youth Minister* 1999-2002

**Things Remembered** Chicago, Illinois  
*Retail Associate and Trainer* 1997-1999

## Functional resume highlighting resume

### **GAIL PAULETTE SERVICE**

1280 Walnut Street  
Chicago, Illinois 60606  
(312) 794-2243  
[g-sorrells390@aol.com](mailto:g-sorrells390@aol.com)

**OBJECTIVE** To obtain a position in human services working with children and their families.

#### **HIGHLIGHT OF QUALIFICATIONS**

- Proven ability to assist children and their families.
- Highly energetic and organized problem solver.
- Experience with clients from diverse ethnic and cultural backgrounds.

#### **EDUCATION**

Roosevelt University  
Bachelor of Science degree in Sociology  
GPA 3.0/4.0

Chicago, Illinois  
Anticipated May 2007

Truman College  
Associate of Science degree in Early Childhood Development

Chicago, Illinois  
2001

#### **INTERNSHIP**

St. Vincent De Paul Center  
Social Services Intern

Chicago, Illinois  
March – September 2006

#### **PROFESSIONAL PROFILE**

##### **Human Services**

- Conducted intake interviews.
- Assessed family needs along with IDCFS Service Plan
- Referred and monitored families for appropriate assistance.
- Conducted children's social skills group sessions.
- Assessed living environments during home visits.
- Coordinated client services with appropriate center personnel.
- Participated in bi-weekly clinical consultations with supervisor.

##### **Day Care**

- Provided assistance to children between the ages of one and six.
- Participated in educational and recreational activities.
- Created a healthy and fun environment.

##### **Customer Service**

- Provided excellent customer service to a diverse group of clients and customers.
- Gave informative feedback and guidance to customer's needs.

#### **EMPLOYMENT HISTORY**

Customer Service Representative  
CCH, Inc.

2004-Present  
Chicago, Illinois

Child Care Provider

2002-2004

Ravenswood Hospital Day Care Center

Chicago, Illinois

# The Scannable/Electronic Resume

## Scannable Resumes

Scannable resumes are different from resumes read by humans. To begin with, instead of being read, the resume is scanned into a database and a computer search is done using key words that are essential to the position. Contact the potential employer to find out if they want a scannable version of the resume.

It is essential that nouns be highlighted instead of verbs. For example, if the available position is for an accountant, key words might be: Bachelor of Science in Accounting, accounts payable, accounts receivable, CPA. If your resume doesn't have the right key words, your resume will not come up as a match in the search.

Unfortunately there is no way to know what key words are going to be used other than the words used in the initial job description. Read that description carefully and include those words that are appropriate.

Place your key words in a "Key Words" or "Highlights of Qualifications" section. The scanner will be able to pick up the words easier.

The following format rules also apply for a scannable resume:

- ◆ Use common, non-decorative typefaces
- ◆ Use font sizes 10-14
- ◆ If you will be submitting a paper copy, use light, standard size paper printed on one side.
- ◆ No italics, underlining, or bolding.
- ◆ No graphics
- ◆ No bullets or lines
- ◆ No staples
- ◆ Align all the text on the left-hand side of the page, don't worry about length

## Electronic/Email Resumes

It is pretty common practice now to email your resume to potential employers. You can send your resume in several ways.

- 1) Include it in the text of the email. If you do this, the **format** rules for the scannable resume apply.
- 2) Some employers will take attachments. A PDF is recommended and you still want to include key information in the text of the email in case the employer has any trouble opening the attachment.

## File Formats

Some employers may specify the format they would like you to use to submit the resume. If the recipient has an older word processor that may ask you submit it in "plain text/ ASCII plain text". You will want to save your resume in a text only format, indicated by a ".txt" after the name. The system will not read any formatting.

Other employers may say the resume may be submitted in "rich text format". This format supports bolding, bullets, lines, etc. This is fairly common now and it probably safe to assume that you can send the resume in this format unless otherwise indicated. If you have any questions on the appropriate format to use, ask the employer.

## Scannable resume

Jeff A. Trainer  
1234 Wabash Street  
Chicago, Illinois  
000-000-0000  
jtalker@roosevelt.edu

### Objective

A summer internship in human resources where I can use my background in training and development combined with my interest in technology as a instructional tool.

### Keywords

Recruiting, hiring, training, training and development, e-learning, organizational development, conflict management, public speaking

### Education/Training

Graduate Certificate in Training and Development  
Roosevelt University, Chicago, IL  
Certificate Anticipated May 2007

Bachelor of Arts in Communications, Concentration in Professional Communications, Minor in Spanish  
Roosevelt University, Chicago, IL  
Degree Awarded May 2006

Relevant Coursework: Intro to Training and Development, Learning Technologies, New Media and Technology, Visual Communication and Technology, Business Communication, Cross-Cultural Communication

### Skills

Computer: Microsoft Word, Publisher, PowerPoint, Front Page, Adobe PageMaker and Photoshop  
Language: 4 years of coursework in Spanish

### Experience

Greenway Apartments, Chicago, IL, Assistant Manager, May 2000-Present

Updated new tenant paperwork and welcome pack (manual that included specific information about building and services)

Supervised, trained, and scheduled maintenance crew of ten

Assisted tenants with any questions or concerns

Responded to tenant complaints in a timely manner

### Activities

Roosevelt Student Society of Human Resource Managers, Member, 2003-Present, President 2005-2006

Black Student Union, 2002-2006– Created new member education program that is now required for all new members at Roosevelt University