

Sample Resumes

NICHOLAS "COLE" DIMAS

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111 North 333 South – Provo, Utah 84604

Education

BRIGHAM YOUNG UNIVERSITY AUG 2012
Bachelor of Arts, Psychology Provo, UT

BRIGHAM YOUNG UNIVERSITY – IDAHO AUG 2010
Associate of Arts REXBURG, ID

Community Involvement

YMCA AUG 2011 – PRESENT
Youth Outreach Director Provo, UT

- Create and implement youth outreach programs for 50 teenagers, catering to community needs
- Recruit and manage team of 15 volunteer interns to augment youth outreach programming
- Facilitate outreach activities: set team goals and deadlines, plan and conduct meetings, etc.

PATHWAYS RESIDENTIAL TREATMENT CENTER AUG 2010 – APR 2011
Youth Mentor Draper, UT

- Counseled and mentored 25 resident teens enrolled at treatment center
- Instructed weekly support lessons on the necessary steps to recovery
- Led residents in daily activities and discussions to improve motivation and behavior
- Regulated 10 patients' interventions including administering medications and tracking dietary needs
- Supervised patient interaction and enforced safety, intervening when necessary

UNITED WAY OF UTAH COUNTY SEP 2010
United Day of Caring Volunteer Provo, UT

- Represented BYU student body at local non-profit event
- Improved local YMCA facilities through painting and maintenance services

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS DEC 2009 – JUN 2010
Youth Instructor Orem, UT

- Taught group of 11 youth about self-worth, honesty, and other life principles
- Addressed peer pressure and other teen issues in weekly class discussions
- Organized quarterly parties and activities to encourage greater trust and friendship

Employment History

BRIGHAM YOUNG UNIVERSITY GROUNDS CREW JAN 2011 – PRESENT
Student Landscaper Provo, UT

- Simplify grounds processes leading to better and faster care of campus needs
- Improve campus grounds by maintaining lawns, flowerbed, and other vegetation
- Initiate large campus projects to beautify campus paths, ponds, and water features

PINNACLE SECURITY APR 2010 – AUG 2010
Sales Professional Oakland, CA

- Identified potential clients through referrals, making 20 contacts daily
- Secured sales of \$175,000, exceeding projections by 10%
- Attained greater emotional intelligence through adapting to customer need and concerns
- Broadened client base by 20% during tenure with sales team

Ashley K. Vanderbilt

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(012) 345-6789

EDUCATION

B.A. in English; Emphasis: Editing June 2013
Brigham Young University, Provo, UT

- Major GPA: 3.6
- Awarded full-tuition scholarship based on academic achievement (7 semesters)
- Dean's List for academic achievement (Fall 2010)

PROFESSIONAL EXPERIENCE

Teaching Assistant January 2012 – Current
Brigham Young University, Provo, UT

- Collaborate with authors to edit manuscript for publication (source-check, design, and copy editing)
- Write exam questions for 6 major assessments and 16 quizzes
- Aid 25 students with assignments; share and demonstrate editing strategies
- Demonstrate expertise using Chicago Manual of Style, BYU Studies Style Guide
- Render course support for 3 English editing courses and professors
- Evaluate and grade assignments for more than 65 students; monitor class grades

Publishing Intern April 2011 – August 2011
New York Times, New York, NY

- Explored potential benefit of expanded social media to publishing operations
- Acquired leadership skills through shadowing seasoned editors and publishers
- Researched quality improvement opportunities for 6 departments including Visual Journalism

Author/Editor August 2010 – April 2011
Daily Universe (Brigham Young University), Provo, UT

- Authored 3-5 newspaper articles weekly on international current events, local news, and politics
- Oversaw 10 students' publications and proofread more than 20 articles weekly for print
- Produced social media strategy to increase campus readership by 25%
- Supervised 3 student editors; trained team on up-to-date editing principles
- Handled daily communication between 12 student writers, 2 editors, and 4 full-time advisors

Receptionist April 2010 – August 2010
Syracuse Public Library, Syracuse, NY

- Addressed customer concerns in efficient and timely manner
- Exhibited superior interpersonal skills with customers and coworkers
- Improved efficiency of front desk by implementing innovative clerical procedures

SKILLS AND PROFESSIONAL QUALITIES

- Demonstrated effectiveness at managing tasks to meet deadlines
- Excellent research and analytical skills (STATA and SPSS data analysis)
- Superior communication and organizational skills
- Experience in handling confidential information
- Ability to work cooperatively with others to complete tasks
- Self-motivated and result-driven
- Strong project management and supervision abilities

Sample Resumes

PARKER JAMES SMITH

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OBJECTIVE

Attain a fellowship at the American Red Cross Headquarters by demonstrating professional experience, work ethic, attention to detail, communication skills, research abilities, and high level of maturity.

EDUCATION

Master of Public Health, Brigham Young University, Provo, Utah 4/2013

- Emphasis: Health Promotion
- Recipient: Full-tuition Scholarship for research experience (8/2010)
- Relevant Coursework: Public Health Promotion, Epidemiology, Critical Health Behaviors, Survey and Research Methods, Public Health Administration, Multicultural and Diversity Studies

Bachelor of Science, Brigham Young University, Provo, Utah

4/2011

- Major: Public Health
- Minor: Business Management
- Honors Thesis: "Autism and Immunizations: The Debate"
- GPA: 3.5 / Major GPA: 3.7

WORK EXPERIENCE

Research Assistant, Public Health Program, Provo, Utah 8/2011 – Present

- Observe and monitor shifts in moods and behaviors in various student populations
- Conduct interviews with 150+ students on exercise habits and quality of life
- Co-authored article "Exercise and the Effects on Seasonal Affective Disorder"

Hospital Administration Intern, Inova Hospital, Fairfax, Virginia 4/2011 – 8/2011

- Implemented proposal to increase hospital volunteering by 10%+
- Prepared and presented weekly lectures on admin changes to 25+ hospital volunteers
- Maintained database of 1000+ newsletter recipients

Student Employee, Library Custodial, BYU, Provo, Utah 8/2009 – 3/2011

- Formulated and implemented strategy for student maintenance of large campus library
- Oversaw 4 employees; set and achieved team goals for efficiency and best practices
- Developed problem solving skills by creating new solutions to critical, job-related issues
- Managed and organized custodial inventory including dangerous chemical solutions

VOLUNTEER EXPERIENCE

Volunteer Representative, The Church of Jesus Christ of Latter-day Saints, Bangalore, India 8/2007 – 8/2009

- Supervised and motivated work of 20 other representatives
- Designed, conducted, and instructed training meetings for 120+ leaders and representatives
- Established and met long- and short-term goals with groups of 20 representatives
- Planned and delivered 20+ weekly lessons on life skills and behavioral habits

Disaster Relief Volunteer, American Red Cross, Jackson, Mississippi 6/2007

- Aided and assisted victims of rehabilitated, disaster-struck areas
- Analyzed and assessed neighborhood residences and other buildings for structural damage

OTHER SKILLS AND INTERESTS

- **Computer:** HTML, JAVA, XML, XSLT
- Language: Spanish fluency (reading, writing, speaking), strong interpretation skills
- Hobbies: Music, watercolor painting, weightlifting, basketball

Madelyn (Jiang) Li

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- Qualifications**
- Proven leadership and problem-solving capabilities
 - Demonstrated verbal and written communication skills
 - Recognized ability to organize, prioritize and meet deadlines under pressure
 - Strong track record of creating professional relationships with customers and clients
 - Documented self-motivation, flexibility, tolerance for ambiguity and attention to detail

- Education**
- BS, Business Management**, Brigham Young University, Provo, Utah | Dec. '12
- Emphasis: Management and Finance
 - Maintained overall 3.85 GPA while working over 20 hours per week
 - Member: National Honor Society (Phi Kappa Phi) for top 10% of graduating seniors

- Experience**
- Teacher, Missionary Training Center, Provo, Utah** | Aug. '10 - Apr. '11; Aug. '11 - Present
- French Language Teacher (Current Position)
- Advise over 25 volunteers on structure and grammar of French language
 - Present daily trainings on communication, goal setting and conflict resolution
 - Direct collaborative discussions with co-workers to improve teaching methods
 - Mentor 7 new employees on instruction methods via demonstration and observation

Chinese Language Teacher (Previous Position)

- Instructed 20 volunteers on Chinese culture, language and history
- Coached volunteers on teaching techniques, professionalism and best practices
- Trained over 50 volunteers on computer program skills and website operations
- Clarified questions about website; taught over 100 individuals through website chat function

Financial Intern, Goldman Sachs, San Francisco, California | Apr. '11 - Aug. '11

- Tracked trends in client revenues, improving profit for 10 clients by 18%
- Recommended and implemented innovative solutions to clients' problems
- Initiated executive job shadow program; facilitated shadowing for over 30 interns
- Drafted quarterly executive summary and monthly reports for team of 50
- Addressed client needs; corresponded and communicated with executives, peers and clients to meet and exceed client expectations

Marketing Intern, Berry, Magnus, & Company, Oakland, California | Apr. '10 - Jul. '10

- Increased brand awareness by over 27% through comparative marketing strategies
- Implemented company-wide community service campaign to increase local image
- Launched bilingual website; produced bilingual company documents (English/Chinese)

- Service**
- Volunteer, The Church of Jesus Christ of Latter-day Saints, Paris, France** | Jul.'08-Jan. '10
- Increased effectiveness by training 15 other volunteers in communication, problem solving and volunteer strategy
 - Organized and taught 10 workshops on goal setting, relationships and leadership
 - Provided community service to over 20 families and aided 2 local food/shelter agencies
 - Explained English grammar and writing principles to 10-15 community members weekly

- Language**
- Native Abilities:** Chinese (both Mandarin and Cantonese dialects) (reading/writing/speaking)
Advanced Abilities: English and French (reading/writing/speaking)
Intermediate Abilities: Mongolian (speaking)