

Entry Level Resume Packet

The attached resumes can serve as a good starting point for creating and improving your own resume. You can find other good samples in books and through websites. Visit with a Peer Career Advisor if you have questions about your resume.

**DEPAUL
UNIVERSITY**

CAREER CENTER



SAMPLE 2: Combination Commerce Resume, Part-Time or Internship Position

Adita Patel

1235 Turn Arial
Niles, IL 12345
(123) 456-7890
apatel@msn.com

Objective To secure a part-time position in the area of financial services in order to contribute my skills in analysis, customer service, and communication.

Education DePaul University, Chicago, IL Expected Graduation – June 2009
Bachelor of Science – Finance
Dean’s List – all quarters in attendance

Course Work Financial Accounting Financial Management
Money and Banking Business Law
Business Statistics Capital Growth

Career Skills

- Supervised a team of three part-time employees in processing and auditing customers’ special orders on a regular basis.
- Prepared and distributed online financial weekly reports.
- Proven ability to work with diverse groups of staff and management.

Work Experience

Warrenburg Furniture, Chicago, IL
Client Service Agent April 2005 – December 2006

- Oversaw the accounts receivable department for a small upscale local furniture manufacturer.

Lincoln Bank & Loan, Niles, IL
Financial Services Agent January 2003 – March 2005

- Serviced loan clients in transactions for loan applications and personal savings accounts.

Activities & Honors

DePaul University Mentor Program Member, 2006 – Present
Finance Club, Emerging Leaders Event Committee Chairperson, 2006

SAMPLE 3: Chronological Commerce Resume, Entry-Level Position

Laura Jackson

1005 West George, #2
Chicago, IL 60657
ljackson@depaul.edu
(773) 000-0000

Objective Seeking an entry-level position in marketing where I can contribute my skills in writing and media relations.

Education **DePaul University**, Chicago, IL
Bachelor of Science in Marketing, June 2007
Minor in Sociology
G.P.A. 3.1/4.0

Experience USA Track & Field, Indianapolis, IN
Communication/Media Intern, Summer 2006

- Assisted with daily written and oral communication to media and general public.
- Coordinated communications between USA Track and Field publications, internet production, and information distribution teams.
- Contributed to writing, editing, and distribution of press releases.
- Facilitated daily press department mailings.
- Generated database for USA Track and Field Hall of Fame grand opening.
- Updated athletes' online biographies after every track meet.
- Assisted the Promotion Department by participating in on-location promotional events and programming activities.

DePaul University, Chicago, IL
Nursing Learning Resource Center Assistant, August 2004 - January 2006

- Provided nursing students with research advice and service regarding nursing center, media library, and lab resources.
- Specially trained on nursing curriculum, prerequisites, and other nursing-related course work.
- Issued audiovisual materials, reference books, reserve materials, and other clinical equipment.
- Answered phones for department and directed students to appropriate resources.
- Responsible for opening and closing duties, such as prepping the computer lab, preparing reserve items for students, checking messages, and locking up.

Honors and Activities Alpha Kappa Alpha Sorority Member, January 2006 – Present
DePaul Ambassador Club Member, September 2006 – Present
Marketing Club Member, September 2005 – March 2007

SAMPLE 4: Chronological LA&S Resume, Part-Time or Internship Position

Min Nguyen mnguyen119@hotmail.com

2425 N. Sheffield, Apt #602 - Chicago, IL 60614 - (773) 999 - 9999

Objective To obtain an internship in the area of communications where I can offer my interpersonal, writing, and time management skills.

Education DePaul University, Chicago, IL
Bachelor of Arts in Communications, June 2009
Concentration in Media Studies
G.P.A. 3.4/4.0

Experience **CNA Insurance Company, Chicago, IL** 2007 – Present
Marketing Support Clerk
▪ Developing communication skills by conducting telephone interviews with target markets.
▪ Utilize organizational skills in collection of quantitative and qualitative research data.
▪ Draft marketing materials to be included in new publications.

McDermott, Will & Emery Law Firm, Chicago, IL 2005 – 2007
Receptionist
▪ Directed incoming calls on a 40 line switchboard.
▪ Greeted clients and instructed them to fill out appropriate paper work.
▪ Organized a specialized luncheon for the law firm's attorneys and their clients.
▪ Created and maintained a more efficient filing system.

Marshall Field's Department Store, Chicago, IL 2004 – 2005
Sales Associate
▪ Assisted and advised customers on purchases of various merchandise.
▪ Utilized customer service skills in dealing with customer inquiries and complaints in a polite and efficient manner.
▪ Executed special customer orders via telephone and fax.

Activities Alpha Kappa Alpha Sorority member 2007 - Present
DePaul Ambassador Club member 2007 - Present
Minority Student Advisory Board member 2007 - Present
Marketing Club member 2006 - Present
Marketing Club Special Events Coordinator 2006

Skills Proficient in Windows, Word, Excel, Outlook, Safari, Internet Explorer and Netscape Navigator
Functional in PowerPoint
Fluent in oral and written Spanish

SAMPLE 5: Functional LA&S Resume, Entry-Level Position

Dominique Harris

2312 N. Sheffield #306
Chicago, IL 60614
(773) 999-9999
Dharris2@depaul.edu

Objective To obtain a retail management position that will allow me to utilize my proven interpersonal, organizational, and management skills

Education **DePaul University**, Chicago, IL
Bachelor of Arts in Psychology, June 2007
Minor in Management
GPA: 3.2/4.0

Honors Dean's List, all quarters in attendance
Psi Chi, Psychology Honors Society Member, 2005 – 2007
Psychology Club, Alumni Relations Team Leader, 2003 – 2006
Golden Key Award Recipient, 2004

Experience
Interpersonal

- Facilitated negotiation between management and employees to resolve conflicts.
- Provided effective service by listening to customers and meeting their needs quickly and efficiently.
- Utilized effective persuasive skills in retail sales to sway customers to buy certain items.

Organizational

- Planned and organized store displays of merchandise.
- Designed and developed merchandise system for university business course research project.
- Recognized by supervisors as being detail-oriented in the office setting.

Management

- Trained nine new employees in effective sales techniques.
- Coordinated and supervised various team building activities to enhance working environment.
- Served as store supervisor in manager's absence.

Work History

2005 – Present	JCPenney Company Sales Clerk/Cashier	Niles, IL
2003 – 2005	DePaul University, Department of Psychology Secretary/Receptionist	Chicago, IL
2002 – 2003	Abercrombie and Fitch Assistant Manager	Chicago, IL

SAMPLE 6: Chronological Graduate LA&S Resume, Entry-Level Position

Nicole Anderson

456 Bellfour Drive
Lincolnwood, IL 60654
(773) 999-9999
nanderso@shrike.depaul.edu

Objective

Seeking an opportunity as a public relations project manager in which I can contribute my skills in problem solving, research and time management.

Education

DePaul University, Chicago, IL
Master of Arts in Communication, December 2007

South University, Kansas, ME
Bachelor of Arts in Management, June 2004

Work History

Customer Service Associate

Marshall and Company, Chicago, IL, 2005 – Present

- Service customers making various payment transactions.
- Process cash advances quickly and accurately to employees, resulting in the Employee of the Month Award for March–June 2005.
- Balance cash receipts of previous day and compiled daily report for the auditing department, eliminating the need for a second shift employee, saving the company over \$2000 per month.

Special Report Assistant

Real Life News, Anye, NY, 2004 – 2005

- Collected and analyzed data, consulted with industry experts, and provided reporters with premise and data for accompanying stories consistently ahead of schedule.
- Received Amoco Scholarship for work done while researching daily events and providing up to date follow-up information to the editor.

Honors & Activities

Golden Key Honor Society, 2007
Amoco Scholarship Recipient, 2004
Marketing Club Secretary, 2003

SAMPLE 7: Chronological CTI Resume, Part-Time or Internship Position

Hector Gonzales

123 Software Way
Chicago, IL 60000

312-123-4567
hgonzales@email.com

OBJECTIVE: To obtain a part-time or internship position in which I can contribute my technology experience and education in a challenging environment.

EDUCATION: DePaul University, Chicago, IL
Bachelor of Science in Computer Science June 2009
GPA: 3.5/4.0; Major GPA: 3.6/4.0

TECHNICAL SUMMARY:

Languages: C++, Visual Basic, Cobol, Java, HTML, JavaScript
Software: Word, Excel, PowerPoint, WordPerfect, Front Page
Operating Systems: Windows, UNIX, DOS
Databases: Access, SQL

COURSE PROJECTS:

System Analysis and Design Winter 2008

Production Control Project

- Led a team of five in the design, coding and implementation of a SQL database.
- Entered and updated information using a search engine robot.
- Completed analysis and design documentation with data flow diagrams, structure charts, process specifications, data-dictionary and a user manual.

E-Commerce Summer 2007

Website Design Project

- Designed a personal web site using HTML.
- Website currently viewable at www.dchips.depaul.edu.

RELATED EXPERIENCE:

Digiworld, Chicago, IL 2006 – Present

Database Intern

- Maintain 1000 customer records in company Access database.
- Update website with information on new events and services utilizing Front Page.
- Process online subscriptions, activating new subscriber accounts by creating logins and passwords.

DePaul University, Chicago, IL 2005 – 2006

Lab Assistant

- Assisted students with technical questions relating to software and hardware in a networked lab with 150 workstations.
- Performed troubleshooting on monitors, software and printers.

ADDITIONAL EXPERIENCE:

General Office Company, Naperville, IL 2004 – 2005

Clerk

- Coordinated scheduling of events and meetings for multiple departments.
- Distributed newsletters and correspondence to constituents.

ACTIVITIES:

- Member, Computer Science Society 2007 – Present
- Secretary, Student Government Association 2006 – Present
- Member, Golden Key Honor Society 2006 – Present

Online Portfolio Viewable at: www.HectorsPortfolio.com

Patrick Walsh

316 Lakewood Avenue
Beecher, Illinois 60412
708-888-9999
WalshP@hotmail.com

SUMMARY

- Successfully completed a competitive software development internship
- Honors graduate with Bachelor of Science in Computer Science
- Proficient with Java/J2EE, C, C++ and HTML/Internet

EDUCATION

Bachelor of Science in Computer Science, 06/2007

DePaul University, Chicago, IL

Graduated with Honors; GPA: 3.6/4.0

COURSE WORK

Software Engineering Design
Operating Systems Design
Java Development

Artificial Intelligence
Object-Oriented Development
Relational Database Theory

Network Programming
C/C++ Programming

TECHNICAL SUMMARY

Languages: C++, C#, C, Java/J2EE, HTML

Software: Word, Excel, PowerPoint, Front Page

Operating Systems: Windows, Vista, DOS

Databases: Access, SQL

EXPERIENCE

Software Development Intern, Townsend Analytics, LTD, Chicago, IL, 09/2006 – 06/2007

- Wrote SQL code and explored potential new software features as part of an interdepartmental team, ultimately enhancing usability
- Verified software compatibility with Vista OS

Technology Assistant, DePaul University Advising Services, 11/2004 – 08/2006

- Trained staff of ten in using department's quarterly reporting system
- Assisted in the conceptualization and launch of instant messaging-based advising service for students
- Created user accounts for department's database in a timely matter

ACTIVITIES

President, DePaul Linux Community, Student Chapter, 2005 – 2007

Co-Captain, DePaul University Cycling Club, 2005 – 2007

Member, Phi Kappa Sigma, 2004 – 2007