



RESUME SAMPLE PACKET

This collection of sample resumes provides ideas and suggestions for resume formatting, organization, language, and key words. While there are a variety in formats, and lots of room for your creativity and personalization, all resumes should be written with smart strategy in mind and a focus on the specific employer, industry, or field.

HEADER

The header of your resume is similar to a letterhead. It contains your name (in large font size), city and state (no street address required), telephone number, and e-mail address. Keep it simple. But, feel free to get creative in the way you personalize your header.

PROFILE

The profile section of your resume is a summary or overview. It includes short bulleted statements that comment on your relevant experience (activities, functions), knowledge (education, training), transferrable skills (relevant hard skills), technical skills (computer, languages), and personal traits (relevant soft skills).

EDUCATION

The education section of your resume lists the names, locations, and graduation dates of schools and colleges you have attended. It includes your degrees (diplomas, certificates), major concentration, coursework, awards, honors, clubs, organizations, memberships, and extracurricular projects.

EXPERIENCE

The experience section of your resume lists the names, locations, and service dates of employers (companies, firms, organizations) you have worked for. It includes your job title, description of your functions, tasks, duties, and accomplishments. This section should include only experience that is relevant. The experience can be fulltime, part time, volunteer, freelance, paid, or unpaid.

CONSTRUCTION TIPS

Use short phrases instead of complete sentences. Use non-narrative language. Avoid personal pronouns, articles, and periods. Arrange all information in a bulleted-list format. Begin descriptive phrases with action verbs. Be consistent with formatting.

CONTENT TIPS

Focus on universal functions and transferrable skills. Keep your reader in mind and pay attention to what is most relevant to the potential job, employer, industry, and field. Avoid situational jargon and institutional information. Translate terms for clarification. Be generic when necessary.

DO NOT INCLUDE

Objective statement, personal data, date of birth, hobbies and interests, street addresses, supervisors' names and contact information, and list of references.

John Q. Public

Birmingham, Alabama
(205) 123-4567 jqpublic@gmail.com

PROFILE

- Thorough knowledge and understanding of business principles and concepts
- Extensive financial, administrative, and customer service experience
- Strong analytical and technical abilities - Excellent mathematical abilities
- Excellent administrative and organizational skills - Strong interpersonal skills
- Computer Skills: MS Word, MS Excel, MS Access, QuickBooks
- Responsible, detail oriented, dependable, team player, honest

EDUCATION

UNIVERSITY OF MONTEVALLO – Montevallo, AL / 2019

- Bachelor of Science Degree in Business Administration
- Coursework: Management, Marketing, Finance, Accounting
- Dean's List - President's List - Scholarship
- Beta Alpha Psi National Accounting Honor Society (Active Member)
- Basketball Team (Captain, MVP) - Delta Chi Fraternity (Committee Chair)
- Volunteer Community Service: Habitat for Humanity, Make-a-Wish Foundation, YMCA

JEFFERSON STATE COMMUNITY COLLEGE - Birmingham, AL / 2017

- Associate of Arts Degree in Business Administration
- Dean's List - Phi Theta Kappa Honor Society - Business Club (President)

EXPERIENCE

NORTHWESTERN MUTUAL - Birmingham, AL / 2018

- Finance Intern
- Marketed various financial products - Provided financial planning advice
- Consulted with clients regarding insurance, investments, and retirement planning
- Utilized effective interpersonal, organizational, analytical, and financial skills
- Performed tasks with efficiency, timeliness, accuracy, and attention to detail

SMITH & JONES LAW FIRM - Birmingham, AL / 2016-18

- Administrative Assistant
- Performed various clerical functions - Maintained accurate files
- Processed paperwork - Handled payroll - Performed billing and collections
- Utilized effective administrative and organizational skills

JC PENNEY - Birmingham, AL / 2014-17

- Sales Associate
- Interacted with public - Greeted guests - Provided effective customer service
- Addressed customer needs and concerns - Answered customer questions
- Processed and expedited customer transactions - Operated cash register
- Handled cash - Balanced cash drawer and reconciled daily receipts

Steven P. Random

Birmingham, Alabama | (205) 123-4567 | sprandom@gmail.com

PROFILE

- Thorough knowledge of biology, chemistry, and health-related concepts
- Active medical, research, and customer service experience
- Strong science and research skills - Excellent analytical and technical abilities
- Effective interpersonal communication skills - Outstanding leadership abilities
- CPR Certified - Spanish Language Proficiency - Eagle Scout

EDUCATION

UNIVERSITY OF MONTEVALLO - Montevallo, AL / 2019

- Bachelor of Science Degree in Biology - Minor Concentration: Chemistry
- GPA 3.7 - Dean's List - Alpha Epsilon Delta Pre-Health Honor Society
- Omicron Delta Kappa Leadership Honor Society
- Football Team - Resident Advisor - Montevallo Masters - Baptist Campus Ministries
- Volunteer Community Service: American Red Cross, Birmingham AIDS Outreach

HOOVER HIGH SCHOOL - Birmingham, AL / 2015

- Advanced Academic Diploma
- Science Award - Biology Club - Chemistry Club - Varsity Football Team
- Gamer Club - Chess Club - Volunteer Community Service: March of Dimes

EXPERIENCE

BROOKWOOD MEDICAL CENTER - Birmingham, AL / 2019

- Pre-Health Intern
- Assisted with patient intake process - Observed patient consultations
- Assisted with minor medical procedures - Provided clerical support - Observed surgical procedures

UAB MEDICAL LIBRARY - Birmingham, AL / 2018-19

- Library Assistant
- Interacted with medical school students - Provided effective customer service
- Assisted patrons with research materials - Organized books, journals and publications
- Performed functions with efficiency, accuracy, and attention to detail

UM BIOLOGY DEPT - Montevallo, AL / 2017-19

- Student Researcher
- Conducted in depth biological and chemistry research on the effects of caffeine on migraine headaches
- Utilized laboratory equipment - Conducted laboratory experiments
- Wrote research paper - Gave oral presentation - Participated in poster session
- Utilized effective research, technical, analytical, and critical thinking skills

UM RESIDENCE LIFE - Montevallo, AL / 2016-19

- Resident Advisor
- Provided leadership and supervision - Enforced rules and regulations
- Ensured safety and security - Planned and organized various events and activities
- Utilized effective leadership, administrative, organizational and interpersonal skills

Connie J. Cognitive

Birmingham, Alabama
(205) 123-4567 | cjcognitive@gmail.com

PROFILE

- Academic training in psychology, sociology, counseling techniques, and mental health concepts
- Practical leadership, counseling, advising, mentoring, and group work experience
- Special focus on social justice as relates to special needs, disabled, and marginalized populations
- Strong interpersonal, listening, and attending skills - Excellent analytical and problem-solving abilities
- Proven mentoring, advising, and facilitative skills - Effective stress reduction and crisis management abilities
- Responsible - Mature - Personable - Empathetic - Conscientious - Patient - Compassionate

EDUCATION

University of Montevallo, Montevallo, AL | 2023

- Master of Education Degree in Counseling - Professional Track: Mental Health
- Chi Sigma Iota Counseling Honor Society - Internship/Practicum: UM Counseling Services

University of Montevallo, Montevallo, AL | 2021

- Bachelor of Science Degree in Psychology - Minor Concentration: Sociology
- GPA 3.5 - Dean's List - Golden Key Honor Society - Psi Chi Psychology Honor Society
- Psychology Club (President) - Delta Sigma Theta Sorority (Secretary) - Best Buddies - Safe Zone
- Volunteer Community Service: Crisis Center, Magic City Wellness Center, March for Our Lives

EXPERIENCE

UM Counseling Services - Montevallo, AL | 2022-23

- Counseling Intern
- Conducted individual and group counseling sessions - Addressed client needs and concerns
- Administered and interpreted personality assessments - Maintained detailed confidential client notes
- Assisted clients with wellness, stress, anxiety, self-esteem, relationships, and identity issues
- Utilized effective interpersonal, listening, facilitative, analytical, and problem-solving skills

Crisis Center - Birmingham, AL | 2021

- Volunteer Counselor
- Provided counseling and support to clients in crisis - Addressed suicide and domestic violence issues
- Listened to client concerns with empathy - Implemented intervention plans - Made proper referrals
- Performed tasks requiring knowledge of cognitive psychology and basic mental health concepts

Magic City Wellness Center, Birmingham, AL | 2020

- Mentor
- Interacted and engaged with adolescent clients - Provided counseling and mentoring
- Addressed issues related to sexual identity - Offered support, guidance, and encouragement
- Facilitated group activities and discussions - Prepared informational
- Assisted clients with concerns related to rejection, isolation, relationships, and sexual health

Best Buddies, Montevallo, AL | 2019

- Volunteer
- Worked with people with developmental and intellectual disabilities - Offered support and encouragement
- Facilitated group activities and discussions - Assisted with career and life skill training
- Performed functions with patience, empathy, and compassion

Susan W. Smith

Montevallo, Alabama | (205) 123-4567 | swsmith@gmail.com

PROFILE

- Thorough knowledge and understanding of marketing principles and concepts
- Three years of managerial, sales, and customer service experience
- Well developed managerial and supervisory skills - Exceptional creative abilities
- Excellent administrative and organizational skills - Strong interpersonal skills
- Dedicated - Quick learner - Conscientious - Determined - Energetic

EDUCATION

UNIVERSITY OF MONTEVALLO – Montevallo, AL | 2019

- Bachelor of Science Degree in Business Administration
- Coursework: Marketing Principles, Professional Sales, Consumer Behavior
- American Marketing Association (Vice President) - March of Our Lives (Secretary)
- Chi Omega Sorority (Membership Chair) - Montevallo Masters - Volleyball Team
- Volunteer Community Service: Relay for Life, Big Sisters, American Diabetes Associates

HOMEWOOD HIGH SCHOOL - Homewood, AL | 2015

- Advanced Academic Diploma - Valedictorian
- National Honor Society - Future Business Leaders of America - Key Club
- Homecoming Queen - Class President - Most Likely to Succeed

EXPERIENCE

AMERICAN EAGLE - Birmingham, AL | 2017-19

- Assistant Manager
- Managed overall business operations, facilities, assets, and staff - Trained new staff members
- Ensured proper customer service - Tracked sales performance - Provided sales training to staff
- Managed, maintained, and control inventory - Ordered merchandise
- Utilized effective supervisory, administrative, and interpersonal skills

CHI OMEGA SORORITY – Montevallo, AL | 2018-19

- Membership Chair
- Coordinated recruitment and membership activities - Presided over various meetings
- Performed various public relations functions - Planned, organized and coordinated various events
- Utilized effective leadership, supervisory, administrative, organizational, and interpersonal skills

OLIVE GARDEN RESTAURANT - Birmingham, AL | 2016-17

- Server
- Interacted with public and provided effective customer service - Addressed customer needs and concerns
- Answered customer questions - Processed and expedited customer orders with speed and accuracy
- Utilized effective interpersonal skills and persuasive selling techniques
- Received Outstanding Customer Service Award

Ellen B. Goode

Montevallo, Alabama
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PROFILE

- Proficient academic understanding of English language, composition, grammar, and literature
- Solid writing, editing, research, and customer service experience
- Strong writing and editing skills - Excellent planning and organizational abilities
- Excellent interpersonal communication skills - Strong technical abilities
- Computer Skills: MS Word, MS Publisher, PhotoShop, WordPress, Social Media, Blogs
- Dedicated, creative, conscientious, resourceful, attention to detail

EDUCATION

University of Montevallo - Montevallo, AL / 2020

- Bachelor of Arts Degree in English
- Sigma Tau Delta English Honor Society - Tower Literary Magazine (Writer) - Falcon Poets
- Underground Poets Society (Active Member) - Alabamian Newspaper (Writer, Reporter)
- Residence Hall Association (Active Member) - Alpha Gamma Delta Sorority (Secretary)
- Volunteer Community Service: American Red Cross (Organizer), Alabama Literacy Council (Tutor)

EXPERIENCE

UM Alabamian Newspaper – Montevallo, AL / 2018-20

- Writer / Reporter
- Wrote, researched and edited various articles and feature stories - Conducted interviews
- Gathered relevant information and data - Utilized proper language and grammar skills

Birmingham News - Birmingham, AL / 2019

- Journalism Intern
- Conducted library and on-line research to support news articles - Wrote and edited copy for articles
- Assisted with news gathering activities - Utilized effective research and editing skills

American Red Cross - Birmingham, AL / 2018

- Volunteer/Organizer
- Helped plan, organize and coordinate large-scale public event (blood drive)
- Wrote press releases - Created promotional materials - Managed social media campaign
- Assisted with various public relations activities

Abercrombie & Fitch - Birmingham, AL / 2016-18

- Sales Associate
- Interacted with public and provided effective customer service - Answered customer questions
- Addressed customer needs and concerns - Provided product information
- Processed and expedited customer transactions - Operated cash register - Balanced cash drawer
- Reconciled daily receipts - Utilized effective interpersonal communication skills

Daniel D. Demo

Montevallo, Alabama | 123-456-7890 | ddd@gmail.com

Education

University of Montevallo, Montevallo, AL | 2022

- Bachelor of Science Degree in Communications
- Dean's List - Alpha Lambda Delta Honor Society
- College Night Program (Publicity Chair)
- Pi Kappa Alpha (Membership Chair)
- University Program Council - Chess Club
- Alabamian Student Newspaper (Reporter, Writer)

Hoover High School, Hoover, AL | 2018

- Class President - National Honor Society
- Debate Team - Model United Nations
- Show Choir - Photography Club (Secretary)
- Drama Club (Stage Performance, Technical, Sound)

Experience

ABC 33/40 Television, Birmingham, AL | 2022

- Communications Intern
- Collected content from national news feeds
- Wrote and edited copy for news reports
- Conducted follow-up interviews and fact checks
- Assisted with broadcast program production
- Operated camera, sound board, and mixer
- Utilized effective writing, and technical skills

UM Pi Kappa Alpha, Montevallo, AL | 2020-21

- Membership Chair
- Coordinated recruitment and membership activities
- Presided over various meetings
- Performed various public relations functions
- Planned, organized and coordinated various events
- Utilized effective leadership and interpersonal skills

Birmingham Community Center, Bham, AL | 2019-20

- Volunteer
- Performed various public relations tasks
- Assisted with fundraising activities
- Wrote various articles, blogs, and press releases
- Helped plan and organize public events
- Managed website and social media accounts
- Utilized effective interpersonal communication skills

Summary

Knowledge

- Communication principles
- Interpersonal dynamics
- Broadcast media
- Marketing, public relations
- Journalism

Experience

- Leadership, administration
- Television broadcast
- Journalism
- Event-planning
- Public relations
- Stage Performance

Skills

- Managerial and supervisory
- Planning, organizing, coordinating
- Interpersonal communication
- Writing and editing
- Public speaking, presentation
- Creative design
- Problem-solving

Technical Skills

- Broadcast production
- Sound mixing
- Website and social media
- Photography
- Word processing
- Desktop publishing
- Photo and video editing
- Presentation (PowerPoint)

Personal Traits

- Dedicated, responsible
- Conscientious, resourceful
- Strong work ethic
- Quick learner, team player
- Results-oriented

JASON F. JONES

Montevallo, Alabama | (205) 123-4567 | jfjones@hotmail.com

SUMMARY

- Comprehensive training in financial concepts and business administration
- Extensive managerial, finance, fund raising, public relations, and customer service experience
- Strong managerial skills - Excellent planning and public relations abilities
- Well-developed financial skills - Proven analytical and technical abilities
- Active volunteer community service involvement - Attention to detail
- Computer skills: MS Word, MS Excel, MS Access, QuickBooks, TaxWise, MS PowerPoint

EDUCATION

University of Montevallo - Montevallo, AL | 2020

- Bachelor of Science Degree in Business Administration
- GPA 3.5 - Dean's List - Scholarship - Alpha Lambda Delta Honor Society
- Financial Management Association (Active Member)
- Alpha Tau Omega Fraternity (Treasurer) - Student Government Association (Senator)
- Montevallo Masters (Active Member) - Sigma Alpha Pi National Society of Leadership & Success
- Community Service: Big Brothers, Birmingham AIDS Outreach, March of Dimes

EXPERIENCE

Merrill Lynch - Birmingham, AL | 2017-19

- Investment Analyst
- Analyzed various investment options - Researched stocks and securities
- Provided financial advice and data to clients - Utilized financial and tax software
- Assisted clients with various financial planning needs - Utilized effective analytical skills

March of Dimes - Birmingham, AL | 2018

- Fund Raiser
- Planned, organized, promoted, and presented large scale public events
- Performed various event planning, fund raising, and public relations functions

Hibbett's Sporting Goods - Birmingham, AL | 2016-18

- Store Manager
- Managed overall business operations, facilities, assets, and staff - Utilized effective supervisory skills
- Trained new staff members - Interacted with public - Ensured proper customer service
- Managed, maintained, and control inventory - Ordered merchandise
- Balanced cash drawers and reconciled daily receipts

Alpha Tau Omega Fraternity - Montevallo, AL | 2018-19

- Treasurer
- Coordinated overall financial and accounting functions - Performed basic bookkeeping tasks
- Managed budget - Oversaw bank account - Wrote checks and purchase orders
- Approved and allocated funding for expenditures - Prepared financial statements
- Utilized effective managerial, financial, and administrative skills

JENNY K. FABULOUS

Montevallo, Alabama | 123-456-7890 | jkfab@gmail.com

SUMMARY

Knowledge

- Elementary education principles
- Teaching techniques
- Educational pedagogy
- Child development
- Classroom management
- Curriculum design

Experience

- Teaching and instruction
- Tutoring
- Advising and mentoring
- Child care
- Clerical and administrative

Skills

- Managerial and supervisory
- Planning, organizing, coordinating
- Administrative
- Interpersonal communication
- Public speaking and presentation
- Written and verbal communication
- Creative design
- Problem-solving

Technical Skills

- Computer skills
- Classroom software and media
- Website and social media
- Word processing
- Desktop publishing
- Presentation (PowerPoint)

Personal Traits

- Dedicated, responsible
- Conscientious, resourceful
- Patient, compassionate, empathetic
- Strong work ethic
- Quick learner, team player
- Results-oriented

EDUCATION

University of Montevallo, Montevallo, AL / 2022

- Bachelor of Science Degree in Elementary Education
- Teacher Certified PreK-6
- Kappa Delta Pi National Education Honorary
- Delta Sigma Theta Sorority (Secretary)
- Student Government Association - Black Student Union

Bessemer High School, Hoover, AL / 2018

- Advanced Academic Diploma - AP Coursework
- National Honor Society - Key Club (Treasurer)
- Dance Team/Flag Corps - African-American History Club
- Future Teachers of America

EXPERIENCE

Deer Valley Elementary School - Hoover, AL / 2020

- Student Teacher Intern
- Conducted classroom teaching - Practiced classroom management
- Devised and daily lesson plans - Facilitated classroom activities
- Created variety of instructional materials - Conferred with parents
- Utilized effective leadership, administrative, organizational and interpersonal skills

UM Learning Resource Center - Montevallo, AL / 2017-19

- Tutor
- Provided tutoring and academic support
- Assisted students with study skills - Critiqued writing assignments
- Helped students understand difficult concepts
- Utilized effective teaching, instructional, and motivational skills

Jenny's Babysitting Service - Bessemer, AL / 2016-19

- Babysitter
- Provided care and supervision for children
- Ensured safety and security of children
- Facilitated various recreational activities
- Read books and played games with children

First Baptist Church - Bessemer, AL / 2015-18

- Sunday School Teacher
- Conducted classroom teaching
- Devised and implemented weekly lesson plans
- Facilitated various classroom activities
- Used variety of instructional materials - Led discussion groups
- Utilized effective teaching and interpersonal skills

Tammy G. Favor

Montevallo, Alabama | (205) 123-4567 | tgfavor@montevallo.edu

S U M M A R Y

- Thorough knowledge and understanding of education and teaching concepts
- Extensive teaching, tutoring, and childcare experience
- Proficient teaching and instructional skills - Excellent interpersonal and facilitative abilities
- Outstanding presentation skills - Strong leadership and motivational abilities
- Language Proficiency: Fluent in Spanish (Conversational, Written)
- Responsible, team player, personable, trustworthy, strong work ethic

E D U C A T I O N

University of Montevallo - Montevallo, AL | 2020

- Bachelor of Arts Degree in Elementary Education - Minor Concentration: Spanish
- Teacher Certification: Kindergarten through Fifth Grade
- Dean's List - Scholarship - Kappa Delta Epsilon Education Honorary
- Delta Gamma Sorority (Active Member) - Falcon Success Center (Peer Tutor)

E X P E R I E N C E

Green Valley Elementary School - Hoover, AL | 2020

- Student Teacher Intern
- Conducted classroom teaching - Practiced classroom management
- Devised and implemented daily lesson plans - Facilitated various classroom activities
- Created and used variety of instructional materials - Conferred with parents
- Utilized effective leadership, administrative, organizational and interpersonal skills

UM Falcon Success Center - Montevallo, AL | 2017-19

- Tutor
- Provided tutoring and academic support - Assisted students with study skills
- Helped students understand difficult concepts - Critiqued writing assignments
- Utilized effective teaching, instructional, and motivational skills

Tammy's Babysitting Service - Montevallo, AL / 2016-19

- Babysitter
- Provided care and supervision for children - Ensured safety and security of children
- Facilitated various recreational activities - Read books and played games with children

First Methodist Church - Birmingham, AL | 2015-18

- Sunday School Teacher
- Conducted classroom teaching - Devised and implemented weekly lesson plans
- Facilitated various classroom activities - Used variety of instructional materials
- Led discussion groups - Utilized effective teaching, planning, and interpersonal skills

DAVID Z. WRIGHT

Montevallo, Alabama
(205) 123-4567 | dzwright@montevallo.edu

PROFILE

- In-depth knowledge of business, finance, accounting, and marketing concepts
- Extensive managerial, sales, and customer service experience
- Well-developed managerial and supervisory skills - Excellent creative abilities
- Effective administrative and organizational skills - Strong interpersonal skills
- Dedicated - Quick learner - Conscientious - Determined - Energetic

EDUCATION

UNIVERSITY OF MONTEVALLO - Montevallo, AL / 2018

- Bachelor of Science Degree in Business Administration
- Coursework: Management, Marketing, Finance, Accounting
- Dean's List - GPA 3.8 - Omicron Delta Kappa Leadership Honor Society
- Student Government Association - University Program Council - Debate Society
- Alpha Phi Alpha Fraternity (Treasurer) - African American Studies Club

EXPERIENCE

ALPHA PHI ALPHA FRATERNITY - Montevallo, AL / 2017-18

- Treasurer
- Performed various financial and accounting functions - Managed budget
- Ensured overall financial stability - Maintained financial reports
- Approved all purchases - Negotiated contracts for products and services
- Utilized effective financial, administrative, and organizational skills

NOWLIN & ASSOCIATES - Birmingham, AL / 2017

- Financial Planning Intern
- Performed various sales and financial planning functions
- Created database of prospective clients - Utilized effective prospecting techniques
- Performed outside sales functions - Addressed customer needs and concerns
- Offered individual financial advice and consultation to clients
- Answered customer questions and provided technical information

UNIVERSITY PROGRAM COUNCIL - Montevallo, AL / 2015-17

- Board Member
- Performed various event planning and project management functions
- Planned and organized various large scale public events and activities
- Handled arrangements, logistics, and set up for entertainment venues

YMCA SUMMER CAMP - Birmingham, AL / 2014

- Counselor
- Provided supervision and monitoring - Organized and facilitated various developmental activities
- Led small group discussions - Offered motivation and encouragement
- Utilized effective leadership, organizational, and interpersonal skills

Phillip K. Green

Birmingham, Alabama
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PROFILE

- Comprehensive knowledge of biological and environmental sciences
- Two years of research, educational, environmental and sustainability experience
- Proficient science and research skills - Detailed analytical and technical abilities
- Excellent interpersonal communication skills - Strong organizational and planning abilities
- Responsible - Conscientious - Team player - Quick learner - Self starter

EDUCATION

University of Montevallo - Montevallo, AL | 2019

- Bachelor of Science Degree in Environmental Studies
- Alumni Scholarship - Beta Beta Beta Biology Honor Society - Montevallo Masters
- Environmental Club (Secretary) - Cahaba River Society - Disc Golf Club - Soccer Team
- National Wildlife Federation - Alabama Environmental Council
- Volunteer Community Service: Turkey Creek Nature Preserve, Environmental Center, Alabama Wildlife Rehabilitation Center

Lawson State Community College - Birmingham, AL | 2017

- Associate of Science Degree in Biology
- Biology Club - Environmental Action Corps (Treasurer) - Sierra Club
- Volunteer Community Service: Ruffner Mountain Nature Center, Birmingham Zoo

EXPERIENCE

Jones Valley Urban Farm - Birmingham, AL | 2019

- Environmental Sciences Intern
- Performed various organic farming tasks - Assisted with crop maintenance
- Implemented practical techniques related to sustainability concepts
- Learned about current environmental and conservation issues

Birmingham Zoo - Birmingham, AL | 2016-18

- Animal Attendant
- Assisted with animal feeding and grooming - Observed veterinary procedures
- Interacted with public - Conducted tours - Provided educational information
- Performed tasks requiring knowledge of animal and environmental science

Fresh Water Land Trust - Birmingham, AL | 2017

- Environmental Sciences Intern
- Collected water samples - Recorded and processed data - Wrote reports
- Conducted research - Collected and compiled statistical data
- Assisted scientists and researchers with ecological projects

Stella Starr

Montevallo, Alabama | (205) 123-4567 | sstarr@gmail.com

Profile

- Complete knowledge of theatre, music, and the performing arts, including understanding of acting, set and light design, choreography, company management, and playwriting
- Highly successful theatrical, musical, and dance performance experience
- Well-developed theatrical and musical performance skills - Proven creative and technical abilities
- Strong verbal and written communication abilities - Outstanding organizational and planning skills
- Dedicated - Expressive - Team player - Ambitious - Critical thinker - Energetic

Education

University of Montevallo – Montevallo, AL | 2020

- Bachelor of Arts Degree in Theatre Arts - Minor Concentration: Music
- Coursework: Intro to Theatre, Beginning & Intermediate, Acting, Voice & Movement, Set Design, Technical Workshop, Musical Theatre, Directing & Stage Management, Audition Class
- Alpha Psi Omega Theatre Honor Society - Theatre Student Organization
- Volunteer Community Service: Birmingham Festival Theatre, Sidewalk Film Festival, Birmingham Art Walk,

Hoover High School - Birmingham, AL | 2015

- Advanced Academic Diploma - National Honor Society
- National Thespian Society - Drama Club - Choir - Glee Club
- Volunteer Community Service: Birmingham Youth Choir, Red Mountain Theatre

Experience

UM Theatre Department - Montevallo, AL | 2020

- Performer (Fiddler on the Roof)
- Acted, sang, and danced in large-scale theatrical production - Maintained rigorous rehearsal schedule
- Worked in conjunction with other cast members - Applied effective voice and stage movement technique
- Assisted with costume and make-up - Utilized effective acting, singing, and dance techniques

Birmingham Festival Theatre - Birmingham, AL | 2019

- Performer (Music Man)
- Acted, sang, and danced in theatrical production - Maintained rigorous rehearsal schedule
- Assisted with props and set design - Utilized effective acting, singing, and dance techniques

UM Theatre Department - Montevallo, AL | 2018

- Theatre Student (Theatre Project)
- Assisted with stage and company management functions - Helped with planning and organizing
- Helped coordinate technical aspects of theatre production, including lighting, sound, and set design
- Learned and utilized effective playwriting techniques - Wrote and produced one-act play

Hoover Public Library Theatre - Birmingham, AL | 2017

- Performer (Our Town)
- Acted in small-venue theatrical production - Attended regular coaching and rehearsal sessions
- Assisted with props and costume - Utilized effective acting and stage movement techniques

Rebecca K. Johnson

Montevallo, Alabama
(205) 123-4567 | rkjohnson@gmail.com

PROFILE

- Broad knowledge of business, management, marketing, finance, and accounting
- Substantial international, business, leadership, marketing, instructional, and community service experience
- Strong public relations skills - Excellent teaching and interpersonal abilities
- Proven leadership and managerial skills - Effective organizational and planning abilities
- Exceptional computer skills - Spanish language proficiency - ASL proficiency - CPR certified
- Conscientious, team player, diligent, quick learner, strong work ethic, disciplined

EDUCATION

University of Montevallo, Montevallo, AL | 2019

- Bachelor of Science Degree in Business Administration
- GPA 3.8 - Dean's List - Omicron Delta Kappa National Leadership Honor Society
- Soccer Team (Captain) - Alpha Delta Pi Sorority (Vice President of Membership)
- Volunteer Community Service: Relay for Life, Urban Kids, Impact Alabama, Junior Achievement

EXPERIENCE

UM Business Department - Montevallo, AL | 2019

- Business Student (Senior Business Project)
- Created start-up business - Wrote and implemented business plan - Produced and sold product
- Coordinated marketing and promotional efforts - Generated daily sales reports
- Utilized effective entrepreneurial, administrative, planning, and organizational skills

Vineyard Brands - Birmingham, AL | 2018

- Summer Marketing Intern
- Performed various marketing and public relations functions - Assisted with social media campaign
- Learned about warehouse operations, supply chain management, product distribution, and logistics
- Shadowed sales reps - Interacted with clients - Attended sales meetings

UM Study Away - Montevallo, AL | 2017

- Global Business Student (Italy)
- Visited business locations in Italy - Lived with host family - Learned Italian language and culture
- Toured European agri-business firms - Conducted extensive economic and business research
- Utilized effective interviewing, research, writing, editing, and interpersonal skills

Relay for Life - Birmingham, AL | 2017

- Volunteer
- Performed various fundraising and public relations functions
- Created promotional signage - Helped plan, organize, and coordinate large-scale public event
- Utilized effective planning, organizing, and interpersonal skills

Junior Achievement - Birmingham, AL | 2016-17

- Volunteer
- Performed instructional and teaching functions - Created weekly lesson plans
- Taught classes to high school students about basic business and economics concepts
- Facilitated group discussions and hands-on activities
- Utilized effective teaching, public speaking, and interpersonal skills