

Jane Doe

1234 Main Street, Belmont, NC 28012, Phone: (704)-555-5555, janedoe@abbey.bac.edu

OBJECTIVE: Seeking an internship in marketing or finance

EDUCATION: Belmont Abbey College, Belmont, NC May 2012

Bachelor of Arts, Business Management

Concentration: Sports Management

- GPA of 3.46 (overall)/3.83 (major)
- President's List; Dean's List

Relevant Coursework: Business Management, Macroeconomics, Marketing, Microeconomics, Financial Accounting, Quantitative Analysis, Managerial Accounting, Business Communications, Current Issues in Recreation, Sports Management

AWARDS/ LEADERSHIP:

- St. Benedict's Grant Recipient Fall 2005- Present
- Women's Lacrosse Grant Recipient Fall 2005- Present
- Member, Belmont Abbey Varsity Women's Lacrosse Team 2005- Present
- Conference Carolina Academic All- Conference 2007-2008

WORK EXPERIENCE:

Guest Associate, Belmont Inn, Belmont, NC Summer 2007-2008

- Served customers in a guest-focused hospitality setting

Sales Associate, Barnes & Noble Booksellers, Charlotte, NC Winter 2006

- Utilized product knowledge and current promotions to assist in product selections
- Promoted membership club card resulting in 50 new club card members
- Executed transactions with accuracy in a timely manner
- Provided excellent customer service through resolution of customer concerns

Sales Associate, Joe's Sports Club, Gastonia, NC Winter 2003- 2005

- Handled transactions with accuracy and efficiency
- Assisted in inventory management including product labeling and stocking

Host, Hungry Guy Restaurant, Belmont, NC Summer 2004-2005

- Developed interpersonal skills by heavily interacting with customers on a regular basis
- Gained experience in a high pressure and fast paced work environment

VOLUNTEER:

- Homeless Outreach Spring 2008
 - Coordinated blanket drive for local homeless center; collected over 100 blankets
- Belmont Abbey Lacrosse Clinic Fall 2007
 - Taught 50 clinic participants (5-10 yrs. old) lacrosse basics
- Charlotte Lacrosse Clinic Fall 2006
 - Taught 50 clinic participants (5-10 yrs. old) lacrosse basics

SOFTWARE SKILLS: MS Office Suite

Comment [k1]: Use Serif fonts—fonts with the 'hats & tails' to make it easier for the employer to read. Ex. Times New Roman, Century, Calisto, Book Antiqua. [List of other Serif fonts](#)

Comment [k2]: Be sure to use a professional email address.

Comment [k3]: Be consistent in your formatting.—headings, number of spaces, lining up dates, use of italics/bold to emphasize the same thing (ex. job title). In this example, all headings and job titles are bolded.

Comment [k4]: Your objective should be short and to the point. Ex. Seeking a position as ___ or To obtain a position in the ___ industry or Offering ___ years of experience in __, __ and ___

Comment [k5]: Write out your degree information. Never put B.A or B.S.

Comment [k6]: Only include your GPA if it is 3.0 or above.

Comment [k7]: Rule of thumb: Begin your bullets with a verb. Write verbs in past tense when describing previous jobs and in present tense when describing current jobs.

Comment [k8]: Use numbers whenever possible to give the employer a clearer indication of what you contributed and/or how much responsibility you had

Comment [k9]: Be sure that skills are relevant to the job description.

Henry J. Griffin

1234 Main Street Belmont, NC 28012 (704)-111-1111 petergriffin@bellsouth.net

Objective

Seeking an internship position in Business/Marketing

Education

Bachelor of Arts, Business Management

May 2011

Belmont Abbey College, Belmont NC

GPA 3.47; Delta Epsilon Sigma Honor Society Inductee

Relevant Coursework

Consumer Behavior & Retailing

- Focus on how advertisements appeal to customers; determine how advertising affects consumer buying.
- Learn how manufacturers use retail outlets to sell goods; determine the merchandising effort for goods in retail stores.
- Understand how advertising on television is planned and based on competitive strategy.

Case Study: Mining Dining Data

- Examine how businesses use data warehouses to store information, records, and data.
- Investigate data warehouses to see what types of businesses need the most up to date information.

Case Study: Linux Open Source Operating System

- Determine advantages and disadvantages of open source systems

Overview of Coca-Cola Financial Statements

- Research international operations by operating segment, financial position (asset, liabilities, and equity) and operating results (income and EPS); focus on dividends and dividend payout ratios for a five year period.
- Perform a SWOT analysis; investigate company ratings; conduct an overview of marketing strategies and contributions to community.

Work Experience

Abbey Baseball Camp - Cornelius, NC

Summer 2004

UNCC Baseball Camp - Charlotte, NC

Summer 2005

Quahog High School Baseball Camp – Cornelius, NC

Summer 2006

- Taught baseball rules, drills, and strategy to over 100 kids aged 5-15 in groups of ten
- Coached teams in game play (specialize in game strategy)
- Performed team-building activities to ensure team chemistry and provide a winning atmosphere

Activities and Awards

- Belmont Abbey Baseball team Fall 2008-present
- Academic All-Conference 2007-2008

Volunteer Work

- Habitat for Humanity Fall 2008-Present
 - Manage Facebook Group site including written content, photos, videos and status updates to keep members informed of event dates and share progress on housing projects

Alabama Worley

1616 Grant Street · Johnsonville, NC 28006 · 704-222-5555
alabama.worley@gmail.com

Objective

Seeking an internship in biotechnology or laboratory

Education

Belmont Abbey College, Belmont, NC

May 2010

Bachelor of Arts in Biology; Minor in Sociology

- Tri Beta Honor Society; 3.2 GPA

Laboratory Experience

- *Experiments*: Southern Blot, Melting Point, Western Blot, Boiling Point, PCR, DNA Isolation, Refractive Index, Cloning, Transformation, Gram Staining
- *Equipment*: Centrifuge, Incubator, Micropipette, Water Bath, Autoclave, Other Equipment
- *Reagents*: NaCl, E. coli, NaOH, Agarose, Other Reagents

Work Experience

Shoe Carnival, Gastonia, NC

2007-Present

Department Lead

- Ensure department is well stocked, priced and displayed per company standards to maximize the opportunity for sales
- Train associates on sales, customer service, operations, merchandising, product knowledge and monitor progress
- Communicate with associates regarding pertinent information on daily, event or seasonal business issues

T. J. Maxx, Gastonia, NC

2005-2007

Cash Office Coordinator

- Monitored cash works by maintaining cash balances and accurate paperwork
- Processed all paperwork and researched missing paperwork

Community Service

Mt. Calvary Baptist Church, Gastonia, NC

2008-Present

Teacher Assistant, Vacation Bible School

- Assist in lesson plan development including preparation of stories, songs, and activities
- Guide children to various departments for other activities & monitor behavior

Girls Move! Inc., Gastonia, NC

2008-Present

Volunteer

- Mentor girls 8-13 yrs. old including assisting with homework, attending Girls Move! "Sister 2 Sister" programs and acting as co-instructor for physical fitness classes

Software Proficiencies

- Microsoft Office Suite with extensive knowledge of Excel
- SPSS for statistical analysis