

# RESUME SAMPLE 1

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## Ali Gator

gator@mail.sfsu.edu • (415) 555-xxxx • www.linkedin.com/in/Gator

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### EDUCATION

San Francisco State University, San Francisco, CA

#### Master of Arts in Sociology

12/20xx

Thesis: *Social Class Perception and Job Satisfaction in Immigrant Populations*

#### Bachelor of Arts in Sociology, Minor in Women's Studies

5/20xx

Recipient of Presidential Scholarship 2011-2015

Dean's List GPA: 3.7

### EXPERIENCE

**San Francisco Youth and Community Services Center**, San Francisco, CA

Volunteer Intern: Emergency Assistance Provider

9/20xx – present

- Provide emergency assistance and crisis intervention to diverse homeless population
- Listen to and assess each individual's needs in order to coordinate appropriate support and counseling services, referrals, and follow-up
- Establish and maintain complete, up-to-date files, including health records and required program forms
- Increase service partners' knowledge and use of social services system through a monthly training series
- Refer service partners to various San Francisco social services agencies

**Aztec Adventures, SDSU**, San Diego, CA

Customer Service Senior Staff

6/20xx – 8/20xx

- Managed daily operations of Aztec Adventures office, including all office correspondence
- Coordinated 4 annual recreational events for SDSU campus population to encourage active, healthy lifestyles for students and staff
- Designed and created advertisements to promote membership and special events

**Broadway Twin Theater**, Yreka, CA

Assistant Manager and Projectionist

6/20xx – 8/20xx

- Ran promotions after working for two seasons as box office and concession staff
- Trained and supervised staff of 10 employees
- Managed lobby, theater and projection booth daily operations
- Developed a new supply ordering system and created Excel spreadsheets in order to track inventory
- Compiled box office and concession reports and prepared daily bank transactions

### LEADERSHIP AND COMMUNITY SERVICE

Walk of Faith Retreat, Leader

1/20xx – 5/20xx

Intervarsity Christian Fellowship, Leader

8/20xx – 5/20xx

Bayview Community Tutoring Project

8/20xx – 5/20xx

SFSU Summer Orientations, Team Leader

6/20xx – 8/20xx

Migrant Outreach

1/20xx – 5/20xx

### SKILLS

Fluent in Spanish and Tagalog

Proficient in Microsoft Office (Word, Powerpoint, Excel, Access) and SPSS

# RESUME SAMPLE 2

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## ALI GATOR

100 State Rd. San Francisco, CA 94110

(415) 555-xxxx | [gator@mail.sfsu.edu](mailto:gator@mail.sfsu.edu)

### SUMMARY

An independent and self-motivated Business Administration student with proven sales and marketing skills. A strong link between theory and practice from a practical internship and a part-time job. Excellent interpersonal and communication skills.

### EDUCATION

San Francisco State University, San Francisco, CA

**Bachelors of Science, Business Administration**, Information Systems

05/20xx

### RELEVANT COURSEWORK

#### **Marketing Management**

- Utilized knowledge in the planning, organization, and assessment of total marketing plans throughout classroom assignments and projects
- Created an in-depth strategic marketing plan for a theoretical company based on the company's current hypothetical statistics and goals for growth
- Tracked results of the marketing plan and made adjustments over the semester for optimal success

#### **Consumer Behavior**

- Developed knowledge of consumer behavioral needs and motivational theory
- Conducted thorough research, including a literature review, and then wrote a 15-page paper on the influence of perception on consumer behavior

### WORK EXPERIENCE

#### **Marketing / Sales Intern**

06/20xx – 08/20xx

Progressive Microproducts, San Francisco, CA

- Researched personal computer hardware and software product offerings and competition to develop effective branding and marketing strategies
- Developed and implemented marketing and advertising strategies in order to increase website traffic, resulting in an overall 4% increase in online sales revenue
- Engaged with consumers in approximately 8-10 microcomputer trade shows per year to promote product benefits and answer consumers' questions about the company or products

#### **Management Trainee / Salesperson**

03/20xx – 03/20xx

Grand Auto, Oakland, CA

- Performed sales work for auto parts chain store with annual sales exceeding \$35 million
- Maintained and reviewed all inventory, including ordering and shipping

### SKILLS

Basic Proficiency in French

Experience in Javascript and HTML

Proficient with Microsoft Office Suite (Word, PowerPoint, Excel, Access)

# RESUME SAMPLE 3

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## Ali Gator

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1000 Emory Lane  
San Francisco, CA 94132

- Objective** To obtain an internship with an international non-profit organization where excellent communication, leadership, and organizational skills will be utilized.
- Education** **San Francisco State University** – San Francisco, CA  
Bachelor of Arts in International Development Studies  
Expected graduation date: May 2019  
GPA: 3.6/4.0
- Coursework** Theories of International Development      Regional Economies of the World  
Community Development                                      Human Modifications of Global Environment  
Intercultural Communication                                      World Poverty and Economic Development  
International Organizations and Law
- Experience** **Resident Assistant**, Fall and Spring Semesters 20xx – 20xx  
San Francisco State University – San Francisco State University
- Supervised 38 freshmen and sophomores in on-campus residence hall
  - Built strong community for students with team of 5 resident assistants
  - Coordinated dorm-wide women’s empowerment program with 4 speakers
  - Responded to conduct, medical, and mental health incidents
  - Designed and implemented educational programs for residents
- Development & Operations Intern**, Summer 20xx  
Human Rights Watch – San Francisco, CA
- Cultivated donor relations by executing 4 fundraising events
  - Maintained and organized a database using Oracle database system
  - Improved social media outreach by expanding to new platforms, resulting in 150% follower growth over 3 month period
- Independent Sales Contractor**, Summer 20xx  
The Southwestern Company – Schenectady, NY
- Managed business selling over \$6,000 of educational materials door-to-door
  - Communicated effectively with diverse audiences
  - Worked independently 50-60 hours per week for 10 weeks
- Admissions Assistant**, January – May 20xx  
San Francisco State University – San Francisco, CA
- Developed excellent telephone etiquette through calling prospective students
  - Led prospective students and their families on campus tours
  - Housed prospective students so they could experience campus life
- Activities** SFSU Choir Member, Fall 20xx - Present  
International Development Conference Attendee, 20xx  
Social Justice Coalition Member, 20xx – 20xx

# RESUME SAMPLE 4

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## Ali Gator

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Palo Alto, CA 94301  
415.555.xxxx  
gator@mail.sfsu.edu

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### PROFILE

Compassionate, dependable nursing graduate with significant hospital experience. Committed to providing excellent health care and advocating for the respect for patients. Team player with effective communication skills and positive attitude. Bilingual in Spanish and English.

### EDUCATION

**San Francisco State University**, San Francisco, CA

- Bachelor of Science in Nursing, May 20xx
- Spanish Minor
- GPA 3.43

**City College**, San Francisco, CA

- General Studies Courses, Fall 20xx – Spring 20xx

### CLINICAL ROTATIONS

- **Leadership:** St. Mary's Hospital, San Francisco, CA, Spring 20xx
- **Community Health:** Baxter Neighborhood, San Francisco, CA, Spring 20xx
- **Obstetrics:** Spectrum Health Butterworth Campus, San Francisco, CA, Fall 20xx
- **Medical/Surgical:** Metro Health, San Francisco, CA, Spring 20xx
- **Mental Health:** Pine Rest, San Francisco, CA, Fall 20xx

### EXPERIENCE

Saint Francis Hospital Acute Rehabilitation Center, San Francisco, CA

**Independent Living Instructor**, March 20xx – Present

- Provided physical, social and emotional care for 25 residents with brain injuries
- Encouraged independence among residents
- Assisted residents with activities of daily living

Saint Francis Hospital, San Francisco, CA

**Student Nurse Extern**, Outpatient Surgery, Summer 20xx

- Prepared patients for surgery by offering instruction and support
- Cared for patients post-surgery and provided hospital discharge instructions

Institute for Civic & Community Engagement, SF State, San Francisco, CA

**Student Assistant**, September 20xx-20xx

- Served as liaison between community agencies, schools and Spanish Department
- Planned and hosted community partner meetings

### ACTIVITIES

San Francisco State University, San Francisco, CA

**Nursing Student Association Vice President**, 20xx-20xx

- Coordinated series of four workshops for nursing and pre-nursing students
- Collaborated with nursing faculty to plan pinning ceremony for graduating students

YMCA, San Francisco, CA

**Youth Activities Volunteer**, 20xx-20xx

- Led large group games and activities for 20-25 high school students
- Facilitated weekly small group discussions

# RESUME SAMPLE 5

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## ALI GATOR

gator@mail.sfsu.edu | 415-555-xxxx | San Francisco, CA

### PROFESSIONAL SUMMARY

An independent and self-motivated Business Administration student with proven sales and marketing skills. A strong link between theory and practice from a practical internship and a part-time job. Excellent interpersonal and communication skills.

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### EXPERIENCE

#### MARKETING/SALES INTERN

*Jan 2020 - present | Progressive Microproducts, San Francisco, CA*

- Researched personal computer hardware and software product offerings and competition to develop effective branding and marketing strategies
- Developed and implemented marketing and advertising strategies in order to increase website traffic, resulting in an overall 4% increase in online sales revenue
- Engaged with consumers in approximately 8-10 microcomputer trade shows to promote product benefits and answer consumers' questions about the company or products

#### MANAGEMENT TRAINEE/SALESPERSON

*Sep 2019 - Dec 2019 | Grand Auto, Oakland, CA*

- Performed sales work for auto parts chain store with annual sales exceeding \$35 million
- Maintained and reviewed all inventory, including ordering and shipping

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### PROJECTS

#### CONSUMER BEHAVIOR

- Developed knowledge of consumer behavior needs and motivational theory
- Conducted thorough research, including a literature review, and then wrote a 15-page paper on the influence of perception on consumer behavior

#### MARKETING MANAGEMENT

- Utilized knowledge in the planning, organization, and assessment of total marketing plans throughout classroom assignments and projects
- Created an in-depth strategic marketing plan for a theoretical company based on the company's current hypothetical statistics and goals for growth
- Tracked results of the marketing plan and make adjustments over the semester for optimal success

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### EDUCATION

#### BACHELORS OF SCIENCE IN BUSINESS ADMINISTRATION, INFORMATION SYSTEMS

*San Francisco State University, San Francisco, CA | Expected May 2020 | 3.45 GPA*

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### SKILLS

BASIC PROFICIENCY IN FRENCH

EXPERIENCE IN JAVASCRIPT

PROFICIENT WITH MICROSOFT OFFICE SUITE

# RESUME SAMPLE 6

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## Ali Gator

San Francisco, CA

gator@sfsu.edu | 415-555-xxxx | www.linkedin.com/aligator

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### PROFESSIONAL SUMMARY

Detail oriented and dependable engineering graduate with significant project experience. Team player with effective communication skills and positive attitude. Committed to bringing an innovative approach to achieving the company's mission.

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### EDUCATION

#### BACHELOR OF SCIENCE IN COMPUTER SCIENCE

San Francisco State University, San Francisco, CA

Graduated May 2020 | GPA: 3.25

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### EXPERIENCE

#### LAB ASSISTANT & GRADER

Sept 20xx – Present

San Francisco State University: Computer Science Department | San Francisco, CA

- Assist students in designing, building, and testing various analog circuits
- Grade student lab reports, homework, and quizzes and provide feedback to the professor

#### IT SUPPORT ASSISTANT

Jan 20xx – June 20xx

San Francisco State University Information Technology | San Francisco, CA

- Supported the general computing needs of students, faculty, and staff of a university with over 30,000 undergraduate and graduate students
- Collaborated with a team of 6 undergraduate IT Support Assistants, including training of 1 new student assistant
- Ensured quality service by completing help tickets in a timely fashion

#### RESEARCH INTERN

May 20xx – Aug 20xx

Carnegie Mellon University | Pittsburg, PA

- Created an algorithm that reduces JTAG test set minimization utilizing machine learning
- Collaborated with Ph.D. students on electrical/computer engineering related projects
- Presented research progress and project milestones in an informative manner

#### RESIDENT ASSISTANT

Aug 20xx – May 20xx

San Francisco State University | San Francisco, CA

- Managed a building of approximately 250 residents
- Served as a knowledgeable consultant, resource, and referral agent for college services
- Resolved conflicts pertaining to college policy and interpersonal relationships

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### COMPUTER SKILLS

C/C++/C#	Python	Javascript
Ruby	HTML	CSS
Windows 10/8/7	MacOS	Unux

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### ACTIVITIES

HACKATHON

20xx – 20xx

COMPUTER SCIENCE SOCIETY CLUB

20xx – 20xx