

RÉSUMÉ GUIDE – Preferred length of résumé is two pages – maximum three pages

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JANE SMITH

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OBJECTIVE

To enter into a graduate trainee position or an entry-level marketing or management position with a medium-sized business

EDUCATION

[Bachelor of Science, Business Administration]

University of the West Indies, St. Augustine October 2013

Major: Management | Minor : Marketing

Description of final year project/ or any major projects include project management process

[Related course work: Personnel management, business management, business ethics, business law, macroeconomics, statistics, marketing, and sales.]

SKILLS & ABILITIES

[Management]

- [Developed and implemented new fundraising program for social fraternity, which brought in more than \$1,500 for local charity.]
- [Worked with local and national alumni chapters to coordinate chapter house expansion, including negotiating a construction contract and schedule.]
- [Organized and communicated to chapter alumni a house expansion fundraising program, which to date has brought in enough to cover 50% of expansion costs.]
- [Managed chapter house finances for two years, including collecting dues and paying bills.]

[Sales]

- [Led campus newspaper advertising staff three consecutive years for most advertising dollars generated.]
- [Organized and implemented advertising promotion, which increased number of advertisers by 45%.]

[Communication]

- [Presented monthly financial reports to chapter members and quarterly reports to national headquarters.]

[Leadership]

- [Served as fraternity president, business manager, and social chairman.]
- Named to [Organization name.]

Date of résumé

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EXPERIENCE

Advertising Manager

UWI NewsLetter 2012 to 2013

- [Responsible for page and classified advertising sales and promotions.]
- {Organized and implemented several successful advertising promotions, which cumulatively increased ad revenue by 65%.}

Customer Service Representative Par Excellence, Trinity Mall

July 2012 to Sept 2012

- Assist in inventory Management
- Sales Promotion of new products

HONORS/ACTIVITIES

Include any honors, scholarships or recognition awards that you've received. If you were actively involved in any clubs, teams or committees while in college, those may be included also. The key to this section is keep it brief.

Date of résumé