

# General Resume Sample

## Jaime Panther

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### EDUCATION

**Borough of Manhattan Community College**, New York, NY

Associate in Arts Degree; Major: **Business Administration**

Expected Date of Graduation: May 20XX

### WORK EXPERIENCE

**Best Buy**, New York, NY

*Sales Associate*

January 20XX – Present

- Manage and process cash and credit transactions totaling \$3,000 daily
- Assist in completing price changes within various departments
- Communicate with floor supervisors to process and replenish merchandise and monitor floor stock

**Eastchester Elementary School**, Brooklyn, NY

*Teacher's Assistant*

October 20XX – November 20XX

- Tutored students, ages 2-10 years old, in reading and math to help raise assessment scores
- Supported fifth grade teachers with creating and implementing lesson plans in reading, writing, and math

### INTERNSHIP EXPERIENCE

**Flushing Hospital Medical Center**, Flushing, NY

July 20XX – August 20XX

*Clerical Assistant*

- Performed customer service by answering and directing telephone calls
- Filed and maintained patient medical records while ensuring HIPAA guidelines were met

### VOLUNTEER EXPERIENCE

**Edward R. Murrow High School Guidance Department**, Brooklyn, NY

*Office Assistant*

September 20XX – May 20XX

- Created and updated student files using Microsoft Excel
- Escorted students to and from classes, as well as program office

### EXTRACURRICULAR ACTIVITIES

**Borough of Manhattan Community College**, New York, NY

*Outreach Club Volunteer*

May 20XX – Present

- Perform various community service activities, including raising \$2,500 for an annual March of Dimes Walk through bake sales

**Edward R. Murrow High School**, Brooklyn, NY

- *Basketball Team Member*

July 20XX – June 20XX

### HONORS AND AWARDS

**Dean's List – Borough of Manhattan Community College**

Fall and Spring 20XX

**Edward R. Murrow Humanitarian Award**

June 20XX

### LANGUAGE SKILLS

Fluent in spoken and written French; conversational in German

### COMPUTER SKILLS

- Working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook on both Windows and Mac systems
- Understanding of social media platforms including Facebook, Twitter, Instagram, and LinkedIn

# BLANK RESUME TEMPLATE

*Tips:*

- Experiences should be listed most recent to past
- Save your resume file as "FirstName Last Name – Resume" this way employers know who you are

## HEADING *(Do not put the word HEADING in your resume)*

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Professional Email (student email is okay too) \_\_\_\_\_

## EDUCATION

Current or most recent College/University, City, State \_\_\_\_\_  
Degree, Major, Month and Year of Completion or Anticipated Graduation Date \_\_\_\_\_

## RELATED COURSEWORK *(Optional)*

Coursework relevant to targeted position

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## RESEARCH PROJECTS *(Optional)*

Class or personal projects completed relevant to targeted position

- \_\_\_\_\_
- \_\_\_\_\_

## LICENSES/CERTIFICATIONS (Be sure to include expiration dates) *(Optional)*

- \_\_\_\_\_

## WORK EXPERIENCE ("Related Experience" or "Internships", "Clinical Rotations," from the most recent to the oldest)

Name of Company/Organization, City, State \_\_\_\_\_  
Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Brief overview of role and responsibilities, using impact action verbs, accomplishments, and achievements:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Name of Company/Organization, City, State \_\_\_\_\_  
Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Brief overview of role and responsibilities, using impact action verbs, accomplishments, and achievements:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\* **ADDITIONAL EXPERIENCE:** Use the same format as your work experience to list additional experience such as Internship, and Volunteer categories

## EXTRACURRICULAR ACTIVITIES

- \_\_\_\_\_
- \_\_\_\_\_

## HONORS AND AWARDS (From college, or work/internship/volunteer experience)

- \_\_\_\_\_

## LANGUAGE SKILLS (indicate written and/or spoken proficiency, English not necessary even if it is your 2<sup>nd</sup> language)

- \_\_\_\_\_

## COMPUTER SKILLS (indicate proficiency level [familiar with, knowledge of, proficient in, intermediate in, or beginner in])

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_