
MARK B. JONES

Current:
7789 N. Main
Wichita, KS 67904

(315) 942-9090
markbjones@yahoo.com

Permanent:
1313 Montana Blvd.
Mpls., MN 55421

EDUCATION:

B.S. Aerospace Engineering

Wichita State University, Wichita, KS

May 20XX
GPA 3.4/4.0

RELEVANT COURSE WORK:

Intro. to Astronautics
Aerodynamic Theory
Mechanics of Materials

Engineering Digital Computation
Airfoils, Wings, and Controls
Aerodynamics II

Fluid Dynamics
Hydro/Aero Lab
CATLA I

SENIOR PROJECT:

Airfoils Methods Systems Project, Boeing Airplane Company

Fall 20XX

- Conducted research on closed-end airfoils
- Developed a preliminary design for a hydrogen-driven airfoil
- Contacted vendors for performance characteristics and prices for airfoils
- Designed and constructed a model closed-end airfoil
- Wrote report on findings and presented to company representatives

WORK HISTORY:

Sales Associate

Month 20XX – Present

Target West, Wichita, KS

- Help customers with purchases
- Handle customer questions and complaints to ensure complete customer satisfaction
- Run cash register and monitor security system

Grounds Keeper

Riverside Golf Course, Wichita, KS

Month 20XX – Month 20XX

- Scheduled maintenance repairs with tenants as needed
- Worked with grounds crew to keep property neat and in good repair

COMPUTER SKILLS:

Mathcas, AutoCad, Windows 95, Quattro Pro, WordPerfect

HONORS & ACTIVITIES:

Dean's List

Four Semesters

Vice-President, Engineering Council

Semester 20XX – Semester 20XX

Volunteer, Literacy Program

Semester 20XX

Sarah B. Smith

1234 N. West Street, San Angelo, TX 76904 (325) 942-0099
sbsmith@angelo.edu

SUMMARY:

- Experience with several non-profit organizations
- Great customer service skills
- Proficient in several computer programs
- Involved in numerous organizations

EDUCATION:

B.A. Communication, May 20XX
Angelo State University, San Angelo, TX, GPA 3.7/4.0

RELEVANT COURSES:

Magazine Production	Opinion Writing	Persuasion
Communication Research	Editing for Print	Beat Reporting

RELEVANT EXPERIENCE:

Elderly Care of San Angelo, San Angelo, TX, Fall 20XX

Communication Specialist Co-op Position

- Helped develop marketing pieces, including brochures and handouts
- Wrote and edited employee newsletter
- Researched a planned giving project and developed materials
- Published two articles in the National "Elderly Care" Newsletter

Columbia Hospital, San Angelo, TX, Summer 20XX

Communication Aide Co-op Position

- Helped develop monthly in-house employee newsletter
- Wrote articles and helped edit newsletter
- Edited communication materials for staff of five
- Assisted in the writing of a new employee handbook and community resource book for the social work department

ADDITIONAL EXPERIENCE:

Greenleaf Apartment, San Angelo, TX, May 20XX – June 20XX

Assistant Manager

- Supervised and scheduled maintenance crew
- Assisted tenants with questions and concerns
- Handled customer complaints in a timely manner

Maintenance Worker

- Worked as a member of a crew in keeping property neat and orderly

COMPUTER SKILLS:

Microsoft Word, Harvard Graphics, PowerPoint, PageMaker,
QuattroPro, dBase Manager

ACTIVITIES:

Vice-President, Communication Club, Semester 20XX – Semester 20XX

Treasurer, Society of Women in Communication, Semester 20XX – Semester 20XX

Jane E. Jones

12099 N. Westlawn * Wichita, KS 12345 * (315) 658-8889
jjones@twsu.edu

EDUCATION

Master of Science: Physician Assistant, May 20XX
Wichita State University, Wichita, KS

Bachelor of Science: Medical Technologist, December 20XX
Wichita State University, Wichita, KS

PHYSICIAN ASSISTANT STUDENT EXPERIENCE, Fall 20XX-Spring 20XX

St. John's Medical Center, Wichita, KS
Drug and Alcohol Treatment Unit.

*Performed history and physicals, counseling and education for adolescents and adults

Shamrock Clinic, Wichita, KS
OB/GYN.

* Performed history and physicals, fetal monitoring, deliveries, suturing, C-section assists, routine GYN procedures and ER work

Shannon Hospital, Wichita, KS
Surgery.

* First Assist, history and physicals, admits, progress notes, discharge summaries, patient management

Wichita VA Medical Center, Wichita, KS
Internal Medicine.

*Patient management, admission orders, history and physicals, progress notes

Community Hospital, Wichita, KS
Family Practice/Primary Care/ER.

*History and physicals, suturing, admits, minor emergencies and routine GYN

PROFESSIONAL EXPERIENCE

TGF Laboratory, Wichita, KS Month 20XX-Month 20XX
Supervisor/Medical Technologist

Norton Medical Center, Lawton, Oklahoma, Month 20XX-Month 20XX
Medical Technologist

PROFESSIONAL AFFILIATIONS

American Society of Clinical Pathologists
American Academy of Physician Assistants

CERTIFICATIONS/SCHOLARSHIPS/AWARDS

NCCPA Board examination to be taken October 20XX
Regents Scholarship
Vice President: PA Class of 20XX

Kyle Gomez

1313 W Ave. J San Angelo, TX 76901

(325) 949-1818

kgomez18@angelo.edu

SUMMARY:

- Results-oriented professional with excellent communication and interpersonal skills
- Accurately perform challenging tasks with precision and attention to detail
- Excel at organizing and setting up new procedures, troubleshooting, and taking adverse situations and making them positive

EDUCATION:

Angelo State University, San Angelo, TX

August 20XX

Bachelor of Business Administration in Human Resource Management

GPA 3.2/4.0

RELEVANT COURSE WORK:

Fundamentals of Human Resource Development

Labor Relations

Management and Organizational Behavior

Compensation

Human Resource Selection

Training & Development

WORK HISTORY:

Sonic Drive-In, San Angelo, TX

Month 20XX-Present

Cook

- Train new employees on food preparation techniques
- Help with scheduling employees
- Work in a fast-paced environment preparing food

YMCA, San Angelo, TX

Summers 20XX-20XX

Lifeguard

- Worked closely with other staff members to assure swimmer safety
- Helped teach a swim-aerobic exercise class
- Tested the water hourly to assure proper chemical balances
- Opened and closed the pool

COMPUTER SKILLS:

Windows 7

Excel

PowerPoint

Microsoft Word

ACTIVITIES & HONORS:

Member, Chi Phi Fraternity

Semester 20XX-Present

Student Ambassador, Angelo State University

Semester 20XX-Semester 20XX

Dean's List, Angelo State University

Spring and Fall 20XX

VOLUNTEER EXPERIENCE:

Habitat for Humanity

Spring 20XX

Pre-Calculus Tutor

Fall 20XX

~REFERENCES AVAILABLE ON REQUEST~

LEE WILLIAMS

9876 West 10th
San Angelo, TX 76909
(325) 123-4567

SUMMARY

- Excellent interpersonal skills
- Strong commitment to customer service
- Experienced in troubleshooting, malfunction identification, and problem solving
- Routinely completed assignments and projects quickly and efficiently
- Highly effective in organizing work flow, ideas, and materials

EDUCATION

BBA, Management Information Systems
Angelo State University, San Angelo, TX, August 20XX
GPA 3.1/4.0

INTERNSHIP

Summer Intern

TransData Corporation, Sandusky, OH, Summer 20XX

- Worked as member of cross-functional team to analyze current employee tracking database
- Created expanded report which synthesized information from finance and purchasing areas
- Presented findings to division chairs

COMPUTER SKILLS

Operating systems: UNIX, Windows 95, Windows NT, LINUX
Programming languages: Visual C/C++, Visual Basic, Visual JAVA++
Applications: WordPerfect, Word, Access, Excel, QuarkExpress, Illustrator

WORK EXPERIENCE

Floor Manager, Server

Logan's, San Angelo, TX, December 20XX to Present

- Assist in the development and implementation of new staff training program
- Supervise entire serving staff of 18
- Instruct trainees on proper serving techniques
- Effectively handle various customer complaints

ACTIVITIES

- Student Ambassador Society, Vice President
- Caldwell Elementary, volunteer reader
- Mennonite Housing, volunteer
- Omicron Delta Kappa
- Organized team for Big Brothers/Big Sisters Bowl-A-Thon

REFERENCES

Available upon request

John Smith

1616 W. Ave J
San Angelo TX 76901
John.smith@gmail.com
325-790-6897

Education

- Angelo State University** – (Dec. 20XX) San Angelo, TX
Masters in Business Administration
- Angelo State University** – (Dec. 20XX) San Angelo, TX
Bachelor of Science, Kinesiology GPA 3.18
-Minor in Communications GPA 3.0
Dean's List- 20XX Spring semester, 20XX Fall semester

Professional Experience

- Angelo State University Career Development** – (Sept. 20XX-Present) San Angelo, TX
Graduate Assistant
- Assist students with job searches, career information, and resume critiques.
 - Help coordinate events and activities, as well as day to day operations within the office.
- Lowe's Home Improvement** – (May 20XX) San Angelo, TX
Loader
- Assisted with loading customer's vehicles with their purchases while providing customer service.
 - Responsible for maintaining the store front and displays.
- Scott Drew Basketball Camps** – (Month 20XX-Month 20XX) Waco, TX
Basketball Coach
- Coached Elementary to High school age kids in developing sound fundamentals for basketball. Helped teach kids how to play as a team through 5 on 5 basketball games.
 - Officiated basketball games between the teams of the basketball camps.

Involvements

- Athletes In Action** – (Summer 20XX) Bulgaria/Czech Republic
- Played professional basketball against the top level Bulgarian and Czech teams.
- Athletes In Action** – (Summer 20XX) Israel/Palestine
- Played professional basketball against Israeli and Palestinian teams as well as providing basketball camps for Palestinian children.
- Angelo State University** – (Semester 20XX-Semester 20XX) San Angelo, TX
Member of Men's Basketball Team
- Started ten games as a junior and twenty-five games as a senior.
 - Voted Team Captain as a senior by coaches and teammates.
 - Honorable Mention All-Conference in the Lone Star Conference senior year.
 - Holland's Award winner.
- Given to the athlete who represents leadership, team work, athleticism, and work ethic.
- Baylor University** – (Semester 20XX-Semester 20XX) Waco, TX
Member of Men's Basketball Team
- Played for two years before transferring to Angelo State University.
 - A key member in helping rebuild the basketball program.
- NCAA Leadership Conference** – (Summer 20XX) Orlando, FL
- Selected by Angelo State athletic department.
 - Met with other student athletes from across the nation who were nominated by the NCAA.

DANIEL JOHNSON

1234 Eastwood Drive, Apt. #654
San Angelo, TX 76909

325-942-1212
tankl789@gpl.net

SUMMARY

- Certified in secondary education with student teaching experience
 - Experience volunteering in public schools
 - Competent in computer programs
 - Recipient of several recognitions
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EDUCATION

Angelo State University, San Angelo, TX – December 20XX.

Overall GPA 3.12 on 4.0 scale

BA in History, Minor in Government, plus 27 hours of English

Certification - Secondary Education 9-12

RELEVANT EXPERIENCE

Student Teaching, Central High School, San Angelo ISD – Fall 20XX

- Taught two classes of Honors World History and two classes of grade level Sophomore English.
- Assisted teachers with A/P European History and Gifted/Talented English class.
- Challenged and motivated students.
- Attended various conferences, meetings and reading workshops.

Volunteer in Public Schools (VIPS), John Glenn Junior High, San Angelo – Spring 20XX

- Helped students with class work, group projects, and served as tutor.
 - Assisted with instruction of students as needed.
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COMPETENCIES

Knowledge of both Macintosh and PC programs and operating systems

Proven problem-solving and leadership skills; excellent with people; well organized; self-motivated and reliable

RECOGNITION

Angelo State University

- Phi Kappa Alpha–Historical Honor Society
 - Chosen as delegate to meet Prime Minister Margaret Thatcher
 - Eagle Scout
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EMPLOYMENT

Hastings Books, Music, and Video, Inc., San Angelo, TX, September 20XX – August 20XX

- Forty hours per week in management and community relations.
- Worked register, trained new employees.
- Set up Community Relations position at store.

August Jagger

10 Front Street, San Angelo, TX 76901 (325) 123-0000



Certification Early Childhood Education ECH - 6 Certification - Pending

Education Angelo State University at San Angelo, TX
Bachelor of Science, Interdisciplinary Studies, May 20XX
– Dean’s List – 5 Semesters

Teaching **STUDENT TEACHER, FIRST GRADE**

Experience Travis Elementary School, San Angelo, TX

- 1/XX - 5/XX
- Demonstrated excellent classroom management skills and a passion for teaching.
 - Employed an integrated approach towards teaching by incorporating multiple teaching methods that included: cooperative learning, story mapping, compare and contrast, math manipulatives, sequencing, charting, prediction, discussion, music, and arts and crafts.
 - Conceptualized an integrated unit on Earth Day that provided students with an understanding and appreciation for their global environment through hands-on experiments and project-oriented exercises in all subject areas.
 - Taught time and money concepts, and created a math learning center to develop students’ higher-level thinking skills at an appropriate pace.
 - Utilized computers and visual aids as educational tools to further students’ understanding of course material, and to develop/reinforce computer and keyboarding skills.

STUDENT TEACHER, FOURTH GRADE

Bowie Elementary School, San Angelo, TX

- 9/XX - 2/XX
- Assisted in preparing students for upcoming English Language Arts test.
 - Developed and implemented lessons in all subject areas, and accessed students’ prior knowledge through a combination of KWL charts and semantic mapping.
 - Directed reading groups with full responsibility for the selection of all material.
 - Successfully used enrichment activities and behavior modification techniques as a motivator for completing homework and projects, and for improving overall class conduct.
 - Attended various conferences, meetings, and reading workshops.

Employment Customer Service Representative, SITEL, San Angelo, TX 20XX – Present

- Special Interest**
- Avid collector of children’s books for personal and professional use.
 - Enjoy sharing books with students and bringing in “Student Selections of the Week.”

Reference Page Guidelines

Your Name (use the same heading from your resume)

Address ♦ City, State, Zip ♦ Phone Number

The reference's name

Their title

Place where they work

Address

City, State Zip Code

If only available at this number during certain times: (325) 223-1234

If only available at this number during other times: (325) 450-1234

Their email address

The reference's name

Their title

Place where they work

Address

City, State Zip Code

Phone number

Their email address

The reference's name

Their title

Place where they work

Address

City, State Zip Code

Phone number

Their email address

The reference's name

Their title

Place where they work

Address

City, State Zip Code

Phone number

Their email address

Reference Page Sample

Jamie Dunn

1000 University Avenue ♦ San Angelo, TX 76909 ♦ (325) 978-5309

Mary Jones

Principal

Northwest High School

123 North Main

San Angelo, TX 76909

August 1 through May 31: (325) 223-1234

June 1 through July 31: (325) 450-1234

mary.jones@nwhigh.com

Roger Smith

Superintendent of Schools

USD #259

123 North Francis

San Angelo, TX 76909

(325) 689-8732

roger.smith@nwhigh.com

Virginia Wolfe

Cooperating Teacher

Adams Elementary School

897 Oliver

San Angelo, TX 76909

(325) 833-2640

Susan Pratt

Field Experience Coordinator

Lincoln Elementary School

602 Lincoln Street

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(325) 686-1234

susan.pratt@yahoo.net