



This is an example of a Traditional or Reverse Chronological Resume format.

# Lucy McKenzie

50 East Meadow Street, Hebron, CT 06028  
(860) 555-5555 [lucylu1575@hotmail.com](mailto:lucylu1575@hotmail.com)

## OBJECTIVE

A position in a business or accounting environment that will utilize my skills and experience as well as complement my educational background and career goals.

## EDUCATION

### Central CT State University, New Britain, CT

Enrolled in Bachelor of Science Degree Program

[Expected] May 2007

Major: International Business Minor: Management

CCSU Dean's Advisory Board Member, South Asian Student Association (SASA) Member

### Manchester Community College, Manchester, CT

Associates in Science in Accounting & Business Administration

December 2005

Dean's List (Spring 2005), MCC Ambassador (2005 – present)

Member of Alpha Beta Gamma (International Business Honors Society)

## RELATED COURSEWORK

Economics (Micro & Macro)  
Business Management  
Managerial Finance  
Management Systems  
International Business I & II

Accounting  
Business Law  
Business Organizational Behavior  
Accounting Concepts & Process  
Psychology I & II

Managerial Accounting  
Principles of Marketing  
Corporate Finance  
Business Statistics I & II  
Sociology

## COMPUTER SKILLS

Proficient with MS Office Suite (Word/Excel/Access/PowerPoint/Outlook), Banner & Internet.

## WORK EXPERIENCE

### Horizon Staffing Services, East Hartford, CT

#### **Accounting Assistant**

December 2005 – present

- Verify invoices on a weekly basis.
- Apply funds received from factoring agent (LSQ) to accurately reflect customer balances.
- Post customer payments to accounts and apply to appropriate jobs within customer accounts.
- Research customer requests and billing questions. Perform employee verifications.
- Serve as backup for weekly payroll processing and assist with year end procedures.
- Complete projects as assigned by Corporate Office Manager and Payroll Manager.
- Hired as Administrative Assisted and promoted to Accounting Assistant after one month period.

### Manchester Community College, Manchester, CT

#### **Staff (Admissions Office)**

2004 – 2005

- Processed student applications and briefly discussed curriculum requirements.
- Updated student and account information using banner database system.
- Provided general college information to new or incoming students.

#### **Office Assistant (Student Activities Office)**

2003 – 2004

- Assisted Secretary with general office duties, such as answering phone calls, filing, faxing, mail merges, copying, and large scale mailings.
- Prepared marketing materials for student clubs and organizations to promote events.
- Directed students and visitors to appropriate areas as needed.

### IXP Internet Service, Cromwell, CT

#### **Sales Associate**

2004 – 2005

- Identified prospective clients and sold new internet service.
- Participated in leadership and professional development trainings to improve communication skills, increase confidence level and learn about marketing strategies.



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# Grayson Manning

102 Keeney Street, Manchester, CT 06040  
gmanning102@hotmail.com (860) 555-5555

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## OBJECTIVE

A position in the sports and exercise field that will allow me to utilize my communication and leadership skills and complement my educational background.

## SUMMARY

A highly motivated, creative and personable team player with strong initiative, problem solving skills, and self confidence. Capable of grasping new concepts quickly and managing multiple priorities in a fast paced environment. Dependable and responsible. Willing to accept new challenges.

## EDUCATION

### **Manchester Community College, Manchester, CT**

Enrolled in Associates in Science Degree program, Sports & Exercise Studies

*Related Coursework: Principles and Practices of Coaching, Principles of Sociology, Intro. to Physical Education, Intro. to Recreation and Leisure Studies, Intro. to Wellness, Intro. to Nutrition, Principles of Fitness, General Psychology, Intro. to Athletic Training, Physical Fitness & Exercise, Weight Training, Effective Speaking*

## WORK EXPERIENCE

### World Cup Soccer Club, Hartford, CT

**Coach**

**2004 – present**

- Work with youth ages 4 – 9 on developing fundamental skills of the game
- Provide leadership and guidance during games and tournaments

### HARC (Greater Hartford Association for Retarded Citizens), Hartford, CT

**Coach/Camp Counselor**

**2004 – present**

- Assist adults ages 19 – 34 with maintaining physical health by coordinating activities and exercises related to the game of soccer and encouraging participation
- Work with teens ages 16 – 20 to develop basketball skills and fundamentals
- Helped adult group prepare for Special Olympic Games (team won silver medal)
- Completed CPR and First Aid training

### Manchester Community College (Great Path Academy), Manchester, CT

**Trainer**

**Fall 2005**

- Taught high-school seniors rules of soccer and related fitness exercises

### Bertucci's, West Hartford, CT

**Host/Guest Services**

**2002 – 2004**

- Greet and seat customers in a fast paced restaurant environment
- Responsible for Take-Out orders and manage cash/credit transactions



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30 Spencer Street  
Manchester, CT 06040  
(860) 555-5555  
jennydm@sbcglobal.net

# Jennifer Demaio

## SUMMARY

A highly enthusiastic, creative and dependable team player, with excellent interpersonal communication and leadership skills, strong computer proficiency and the ability to grasp new concepts quickly. Especially skilled at building effective, productive working relationships with clients and staff. Proven ability to analyze data and develop reports. Seeking a full-time position in a challenging environment that will complement my experience and education.

## WORK EXPERIENCE

Co-op Initiatives, Inc., Hartford, CT

**Housing and Support Specialist** 2004 - present

- Provided one-on-one support to individuals with disabilities as well as information and referral services on available resources relative to housing.
- Advocated on behalf of people with disabilities to direct service providers, policymakers, and community members.
- Assisted in development of marketing plans and resident selection strategies.
- Coordinated necessary reporting and budgeting to the appropriate agencies.
- Reviewed monthly management reports.
- A special project, implemented technology plan, working with Hartford Foundation for Public Giving and the Technology Group to apply for funding and develop a plan for implementation.
- Worked with management companies on tenant issues. Reviewed applications for income eligibility for Low Income Housing Tax Credits/HOME programs.
- Wrote Housing Assistance Council quarterly reports.
- Coordinated final closing checklist requirements for Connecticut Housing Finance Authority for two developments.
- Organized Quarterly reports for Department of Social Services Block Grants.

**Administrative Assistant** 2002 - 2004

- Maintained computer system, files and databases and coordinated Newsletter, Annual Appeal and event mailings.
- Observed and implemented established policies and procedures.
- Recorded and transcribed minutes of staff and board meetings.
- Assisted Executive Director and other Department Directors with preparation for and development of board packets and other related duties associated with the Board of Directors.
- Coordinated insurance orientation and Human Resource materials relevant to recruitment and hiring practices.
- Interacted with outside vendors and insured efficient and effective internal office systems.

**Program Assistant** 2001 - 2002

- Aided in maintaining database of contacts, organized records and assisted Program Director in daily duties.

Hartford Association of Retarded Citizens, Hartford, CT

**Recreation Counselor** 2000 - 2001

- Maintained safety and health of program participants
- Initiated and implemented activities for adults and children
- Assisted participants when required

Private Residence, Manchester, CT 2000 - present

**Personal Care Assistant**

- Assist client with disability with daily tasks including laundry, cleaning, personal hygiene, meal preparation, transportation, and errands.

## EDUCATION

Manchester Community College, Manchester, CT

Associates of Science in Disability Specialist May 2004

## VOLUNTEER EXPERIENCE

**Volunteer**, Special Olympics, Hartford, CT 2003 - 2006

**Volunteer**, Manchester Memorial Hospital, Manchester, CT 2000 - 2004



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# Randall Smith

1012 State Street, Vernon, CT 06066

860-292-1905

randyman@earthlink.net

## OBJECTIVE

A challenging professional position within a dynamic and growth oriented company that will enable me to use my technical skills and leadership qualities and that will also offer opportunity for advancement.

## EDUCATION & TRAINING

Manchester Community College, Manchester, CT  
Currently enrolled in Associates in Science Degree Program  
Major: Industrial Technology/Quality Assurance Management

Marine Corps Institute, Quantico, VA  
Completed Certificate Programs: Leadership (2005 & 2006), Mathematics (2004), Personal Finance (2003), Grammar (2002)

## EXPERIENCE

**Lead Inserter Operator**, Standard Register, Tolland, CT 2004 – Present

- Set up and operate Bowie Bell and Howell mail inserter machines.
- Schedule and assign jobs in order to meet customer expectations and assure jobs are finished in a timely manner.
- Maintain inventory and order stock as needed.

**Sergeant**, United States Marine Corps. (Camp Lejeune), Jacksonville, NC 2002 – 2004

- Trained, monitored and lead up to 60 personnel.
- Responsible for welfare, discipline, and appearance of personnel.
- Computed data for safety procedures.
- Supervised maintenance and accountability of equipment and gear.
- Successfully prepared subordinates to assume responsibilities for their next higher position.

**General Laborer**, Milford Concrete, Milford, CT 2001 – 2002

- Operated forklift, pay loader and dump truck.
- Loaded customer's orders onto trucks for delivery.
- Regularly maintained supply of materials to continue production.

**Assistant Carpenter**, Brechlin Bros., East Haven, CT 1993 – 1997

- Assisted with building and remodeling of homes in many aspects of carpentry/construction.
- Provided input regarding types of materials to be used.
- Calculated estimates for smaller jobs.



This is an example of a Skills-Based or Functional Resume format.

375 Penn Court, South Windsor, CT 06074

(H) 860-555-5555 (C) 860-555-5555

Email: marketmewell@yahoo.com

# MEAGHAN DONNELLY

## SUMMARY

A hardworking, energetic marketing professional with over twenty years experience working in insurance and legal industries. Demonstrated expertise in various aspects of negotiating/managing projects and event planning. Strengths include attention to detail, perseverance and the ability to work independently as well as a member of a team. Seeking a challenging position that will use my interpersonal & problem solving skills.

## EDUCATION

**Manchester Community College**, Manchester, CT

Enrolled in Associates in Science Degree program, Marketing

Related Coursework: *Principles and Methods of Marketing I, Managerial Communications, Principles of Microeconomics, Business Law I & II, Financial Accounting, Psychology, Introduction to Sociology, Legal Environment of Business, Cooperative Education Fieldwork Experience.*

Professional Development Coursework: *The Art of SpeedReading People* (October 2005), *Project Management Skills* (August 2005), *How to Design A Brochure* (June 2004)

**Rider University**, Lawrenceville, NJ

Associates in Science in Business Administration

## COMPUTER SKILLS

Proficient using Microsoft Office (Word, Excel, Access, PowerPoint), Microsoft FrontPage and Ariba.

## MARKETING EXPERIENCE

Maintain and revise product line web content on both public and company platforms. Update product marketing material and perform technical reviews on a regular basis. Develop and distribute bi-weekly on-line newsletter, obtaining content through various departments. Prepare internal communication announcements for employee distribution. Coordinate trade shows and sales meetings for regional sales distribution. Identify opportunities for sales, design and facilitate booth displays, and negotiate prices for vendor purchases.

## ADMINISTRATIVE EXPERIENCE

Coordinated all activities for AVP of Marketing including travel plans, seminar and training sessions for field sales office. Managed event budgets and planned organizational events. Designed and implemented tracking system to maintain status of submissions, revisions, final documents and renewals. Developed monthly budget expense reports. Investigated and researched account payable expense discrepancies. Provided key budget/expense backup for budget development and website training.

## LEGAL EXPERIENCE

Prepared legal documents, trusts, wills and estate planning. Coordinated, organized and supervised installation of networking office. Prepared foreclosure complaints, subpoenas and summons. Completed billing procedures and financial affidavits. Prepared bankruptcy petitions. Processed litigation in foreclosures and dissolution of manages. Communicated with attorneys, clients and court officials.

## PROFESSIONAL WORK HISTORY

<b>Marketing Coordinator</b> , <u>Lincoln Financial Group</u> , Hartford, CT	2003 – Present
<b>Executive Assistant</b> , <u>Lincoln Financial Group</u> , Hartford, CT	1998 – 2003
<b>Senior Legal Assistant</b> , <u>Copp &amp; Berall, LLP</u> , Hartford, CT	1994 – 1998
<b>Legal Assistant</b> , <u>Krass, Jacobson &amp; Gusssak</u> , Hartford, CT	1993 – 1994
<b>Legal Assistant</b> , <u>Beck &amp; Eldergill, P.C.</u> , Manchester, CT	1992 – 1993
<b>Marketing Administrative Assistant</b> , <u>CIGNA Corporation</u> , Bloomfield, CT	1984 – 1990



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**SUZANNE DEMMING**

15 LedgeWood Road, East Hartford, CT 06108  
(860) 555-5555 Email: suzieq3@earthlink.com

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## SUMMARY

A hard-working, friendly and energetic individual with excellent communication and organizational skills, strong attention to detail and the ability to grasp new concepts and skills quickly. Reliable and responsible. Capable of managing multiple priorities in a deadline driven environment. Seeking a challenging full or part-time paralegal position that will complement my skills and experience.

## EDUCATION

**Manchester Community College**, Manchester, CT

Paralegal Certificate, 2006

G.P.A. 4.0 - West Legal Studies Award & President's List

Relevant coursework: *Introduction to Paralegalism, Legal Ethics, Legal Research, Litigation, Wills, Trusts, and Estates, Business Law I, Real Estate Transactions, Business Organizations, Legal Writing, Computer Applications in Law*

**University of Illinois at Chicago**, Chicago, IL

Bachelor of Arts in Liberal Arts & Sciences, 1989

Concentration: Criminal Justice - G.P.A. 4.0

## PROFESSIONAL EXPERIENCE

Motley Rice LLC, Hartford, CT

**Paralegal I**

2004 – Present

- Create and update new case files and pleadings indexes. Maintain daily filing.
- Organize 2000+ discovery documents.
- Compare legal documents for discrepancies.
- Bates label documents.
- Use standard forms for simple court filings, reports and correspondence.

Department of Public Health and Addiction Services, Hartford, CT

**Health Program Assistant II** - Women, Infant and Children (WIC) Program

1998 – 2004

- Identified high-risk vendors; examined bank drafts & financial reports; created inventory audit forms.
- Preparation of vendor hearing records and participation in hearings.
- Created a compliance investigation database.
- Developed a WIC Vendor Handbook and new routing system.
- Updated and rewrote compliance investigation manual, instructions and forms.

Connecticut Business Systems, East Hartford, CT

**Work Service Coordinator**

1992 – 1998

- Prioritized and coordinated service calls, technicians and parts.
- Achieved reduction in response time from 8-10 hours to 4-6 hours.
- Provided technical troubleshooting and customer complaint resolution.
- Trained new dispatchers and communicated regularly with public, sales staff and managers.
- Compiled statistics on daily basis.

## VOLUNTEER EXPERIENCE

- Co-team leader for Buildings and Grounds at Avery Street Christian Reformed Church.
- Co-Superintendent of Sunday School.
- Cub Scout Den Leader.
- Vacation Bible School Recreation Director.
- Parent Aide in Elementary School classroom and Pre-school Helper.





This is an example of a Traditional or Reverse Chronological Resume format.

# Kim Staunten

103 Pratt Street, Glastonbury, CT 06033

PHONE: (860) 555-5555 E-MAIL: kstaunten@netzero.net

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## OBJECTIVE

A full-time position in Therapeutic Recreation that will utilize my leadership and management skills.

## EDUCATION

MANCHESTER COMMUNITY COLLEGE, MANCHESTER, CT

Certificate in Therapeutic Recreation, 2006

THE UNIVERSITY OF CONNECTICUT, STORRS, CT

Bachelor of Science in General Studies with Concentration in Gerontology, 2000

## WORK EXPERIENCE

ALZHEIMER'S RESOURCE CENTER OF CONNECTICUT, Plantsville, CT

2003 – present

### Therapeutic Recreation Director

- Plan and implement therapeutic recreation program which includes provisions for varying functional levels in a combination of individual, small and large group activities within the facility and the community. Responsible for keeping supervisor informed of clinical programming, document care plans, attendance and progress notes daily.
- Maintain ongoing assessment of individual needs and ability levels and participate in resident care planning and documentation. Design and post monthly calendar of therapeutic recreation activities.
- Participate in continuing education to increase knowledge and maintain professionalism.

EVERY HEIGHTS HEALTHCARE CENTER, Hartford, CT

1999 – 2003

### Therapeutic Recreation Director

- Planned and implemented a comprehensive program to address varying levels of resident's physical and cognitive abilities. Assessed and evaluated individuals and group programs.
- Participated in interdisciplinary team conference to develop individualized recreational care plan.
- Completed assessments and care plan reviews on resident charts as mandated by state and federal requirements.
- Maintain friendly contact and support with family members.

HAMILTON PAVILION HEALTHCARE, Norwich, CT

1995 – 1999

### Therapeutic Recreation Director

- Planned, implemented, and evaluated programs based on assessment of individual psychosocial needs. Created a free and open recreational environment conducive for positive interaction.

## PROFESSIONAL DEVELOPMENT & SPECIAL SKILLS

- Successfully completed an extensive training in the specialty care of Alzheimer's Disease
- Windows 98, MS Office/Word '97

## PROFESSIONAL ASSOCIATIONS

- Connecticut Association of Therapeutic Recreation Directors
- Secretary, West Indian Foundation, Inc.



This is an example of a Traditional Resume format.

## CARL ROGERS, JR.

106 River Road, Manchester, CT 06423  
(860) 647-6067

### OBJECTIVE

A Human Services position enabling me to utilize my academic training, skills and experience.

### HUMAN SERVICES EXPERIENCE

**Youth Care Worker:** Founders School, East Haddam, CT 2004-2006

- supervise and train new employees
- distribute medication to clients
- counsel clients on a one to one basis
- participate in social service workshops
- assist in the supervision of clients
- participate in alcohol and drug therapy groups

**Intake Worker:** Community Renewal Team, East Hartford, CT 2003

- processed clients applications
- effectively responded to client concerns
- maintained, verified and recorded client data

**Peer Counselor:** Eastern CT State University, Willimantic, CT 2001-2002

- advised incoming freshman academic and personal issues
- participated in crisis intervention

### EDUCATION

**Major: Social Science**

Associate in Science - Anticipated May, 2007  
Manchester Community College

### KEY COURSES

Working With Individuals and Families, Working with Groups, Introduction to Human Services, Sociology, General Psychology, Anthropology.

### ACTIVITIES/ACCOMPLISHMENTS

Certified in CPR and First Aid  
Aetna Scholarship, Manchester Community College  
Language Ability in Spanish, (3 years high school)  
Who's Who Among High School Students, Bacon Academy

**References Available On Request**





This is an example of a Skills Based or Functional Resume format.

## **PERI A. MASON**

19 Docket Drive, Manchester, CT 06239  
(860) 647-6067

### **OBJECTIVE**

Paralegal position specializing in real estate.

### **EDUCATION**

#### **Major: Paralegal Studies**

Associate in Science (ABA Certified Program)  
Manchester Community College  
Overall G.P.A. 3.75

### **KEY COURSES**

Real Property, Estates & Trusts  
Litigation, Legal Research  
Administrative Law, Law Office Management

### **HONORS**

Aetna Scholarship Award  
MCC Legal Assistant Scholar-2006  
Dean's List (four consecutive semesters)

### **LAW OFFICE EXPERIENCE**

Imus, Stern & Craig: Hartford, CT 2006 - Present

*Three hundred-hour college-supervised internship.*

- prepare, analyze and compile data of new estates
- terminate and distribute assets of accounts
- pay estate/trust expenses for new and ongoing accounts
- research pertinent information concerning estates and trusts
- reconcile real estate claims against estates

### **ADDITIONAL EXPERIENCE**

Recreation Leader: Town of Manchester, Manchester, CT 2005

- supervised a staff of ten part time activity leaders
- planned and publicized community recreational events

### **MEMBERSHIPS / AFFILIATIONS**

Manchester Community College Paralegal Association



This is an example of a Traditional Reverse Chronological Resume format.

# LARRY MONDELLO

704 Howser Street, Milldale, CT 06040  
(860) 123-4567

## OBJECTIVE

**Occupational Therapy Assistant**

## EDUCATION

Major: *Occupational Therapy Assistant*

Associate In Science- May 2007- 3.60 GPA  
Manchester Community College  
Honors: Dean's List (four consecutive semesters)

## FIELDWORK EXPERIENCE

**Manchester Memorial Hospital**: Manchester, CT 2006- present

- Complete screenings, develop and implement treatment plans
- Submit weekly reports on client progress
- Assist in evaluation of clients daily living skills
- Determine clients abilities and limitations
- Plan and implement educational and recreational programs
- Design and adapt equipment and working/living environment
- Report information and observations to supervisor

**Bunker/Sanford Rehabilitation Center**: East Hartford, CT 2006

- Lead general activity programs for individual and groups
- Instructed clients regarding care and use of home equipment
- Prepared client reports and evaluated progress
- Taught basic living skills in group sessions

## AFFILIATIONS/MEMBERSHIPS

MCC Occupational Therapy Assistant Association  
American Occupational Therapy Association  
CT Occupational Therapy Association

## WORK HISTORY

Mig Welder, General Dynamics, New London, CT 2003-2005  
Office Manager, Island Sound Company, New Haven, CT 2001-2003  
River Guide, Grand Canyon Tours, Flagstaff, Arizona 1994-1998



This is an example of a Traditional Reverse Chronological Resume format.

# MARRIOTT TRUMP

256 Main Street  
Manchester, CT 06040  
(860) 647-6067

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## OBJECTIVE

Hotel Management

## EDUCATION

**Hotel Management**  
Manchester Community College  
Associate in Science  
May, 2007 - Overall GPA 3.6

## KEY COURSES

Hotel Management Procedures	Hospitality Personnel Administration
Laws of Innkeeping	Hotel Accounting Procedures
Consumer Research & Marketing	Effective Business Communications

## HOTEL EXPERIENCE

**Front Desk Supervisor:** Aladdin Hotel, Hartford, CT 2006-Present

- Coordinated responsibilities of front desk staff
- Supervised, hired and trained new employees
- Utilized computerized "AMOS" registration software
- Effectively responded to concerns of guests

**Night Auditor:** Rumuda Resort Hotel, Manchester, CT 2005

- Reconciled daily receipts and invoices
- Balanced accounts of all departments of hotel
- Utilized computerized accounting system

**Shuttle Driver:** South Seas Resort, Captiva Island, FL 2004

- Assisted guests in checking into resort
- Transported guests around the resort property

## AFFILIATIONS/MEMBERSHIPS

Hotel/Food Services Management Association, MCC, 2005-2006  
Future Innkeepers Association, MCC, 2005-2006  
CT Hotel Managers Association (Student Member) 2006



This is an example of a Combination Skills-Based / Reverse Chronological Resume.

## I.M. GOODWITHPEOPLE

254 Walnut Street, Manchester, CT 06040  
(860) 512-3000

### OBJECTIVE

Marketing/Customer Relations position

### EDUCATION

Associate in Science Degree, 2006  
Manchester Community College  
Overall G.P.A. 4.00

### HONORS

Presidents List/Highest Honors at Manchester Community College

### CUSTOMER RELATIONS / MARKETING EXPERIENCE

**Marketing:** Business Connections, Manchester, CT 2002-2006

- Coordinated press releases to announce new company
- Initialed internet searches for business prospects
- Responsible for outside / inside sales
- Set appointments and daily correspondence

**Customer Service / Retail Sales:** Nordstorms, Westfarms Mall 2000-2002

- Supervised new employees
- Reconciled cash register statements nightly
- Assisted customers with their purchases

**Research Technician:** U. S. Navy, Bethesda, MD 1998-2000

- Supervised and trained new employees
- Scheduled and assisted in medical student laboratory exercises
- Maintained health records
- Inventoried pharmaceuticals, supplies and equipment
- Ordered all needed supplies for the department
- Maintained, verified and recorded research data

### ADDITIONAL EXPERIENCE

Course work at eight colleges and universities throughout the world - 1998-2000



This is an example of a Skills-Based or Functional Resume format.

## **CECIL B. FILM**

10 Camera Drive  
Manchester, CT 06040  
(860) 647-6067

### **OBJECTIVE**

Entry level Production Assistant position in the sports department of a television station.

### **EDUCATION**

#### **Media Associate Program**

Manchester Community College  
Associate in Science Degree, May 2006

### **KEY COURSES**

Video Production	Video Editing
Camera Operation	Television Writing
Audio Dubbing	Photo-Journalism

### **COMMUNICATIONS/VIDEO EXPERIENCE**

- Assisted in the production of a weekly sports show
- Assisted in developing a basketball training video
- Announced live broadcasts of football games on college radio.
- Operated a mini-cam (Panasonic Slo-Mo) at college sports events.

### **WRITING EXPERIENCE**

- Served as the assistant editor of the college newspaper.
- Wrote articles for the sports page of college newspaper.
- Three articles published in city's daily newspaper.
- Wrote an editorial for New England Scholastic Sports Journal.

### **SPORTS BACKGROUND**

- Played two years college basketball.
- Coached high school basketball players at a summer clinic.
- Nominated "Player of the Year" in state college basketball.

### **WORK HISTORY**

<b>Assistant Editor:</b>	Live Wire, Manchester Community College	2006-2007
<b>Radio Announcer:</b>	WMCC-AM, Manchester Community College	2005-2006
<b>Instructor:</b>	UCONN Basketball Clinic, Storrs, CT	2006



**This is an example of a Skills-Based or Functional Resume format.**

## **I. B. FILER**

1021 Ocean Drive, Manchester, CT 06040  
(860) 647-6067

### **OBJECTIVE**

Administrative position enabling me to utilize my skills and experience.

### **SUMMARY OF QUALIFICATIONS**

- Versed in establishment and maintenance of filing systems
- Skillful in laboratory, medical, and psychiatric terminology
- Solid computer and keyboard skills (55 WPM)
- Proficiency with variety of computer software
- Versed in establishment & maintenance of dBase mailing systems
- Skillful in machine transcription
- Competent skills in shorthand and dictation
- Experience with variety of office & business machines

### **ADMINISTRATIVE EXPERIENCE**

Billing Clerk: Manchester Memorial Hospital      2006-Present  
Administrative Assistant: Manchester Fuel & Ice      2005-2006  
Receptionist/Secretary: Bolton Pediatric Group      2001-2004

### **EDUCATION**

Major: Business & Office Technology  
Associate in Science- Anticipated May 2007  
Manchester Community College

### **ACTIVITIES**

Vice President: MCC Executive Secretarial Association      2005-2006  
Secretary:      MCC Student Senate Association      2005-2006  
Staff Writer:      Live Wire, MCC Student Newspaper      2006  
Varsity Soccer: Manchester Community/Tech College      2005-2006

**References Available On Request**



This is an example of a Traditional Reverse Chronological Resume format.

## I. M. BALANCED

256 West Main Street  
Manchester, CT 06040  
(860) 647-6067

### OBJECTIVE

Account Payable position that would enable me to utilize my skills, experience, and academic training.

### EDUCATION

#### Major: Accounting

Associate in Science Degree-May, 2006  
Manchester Community College  
GPA 3.20 overall & 3.50 in major  
Honors: Dean's List (four consecutive semesters)

### KEY COURSES

Cost Accounting, Principles of Accounting, Federal Taxes,  
Advanced Federal Taxation, Data Processing, Financial Planning, and EXCEL

### ACCOUNTING RELATED EXPERIENCE

**Accounts/Payable Clerk:** Acme Automotive, Manchester, CT 2005-Present

- calculated, posted and verified financial data
- maintained "in house" accounting records
- posted allotments, disbursements, payroll deductions
- totaled accounts on using 10 key adding machine
- computed and recorded interest charges
- reconciled bank statements on a weekly basis

**Treasurer/Student Senate:** Manchester Community College 2003-2005

- elected position, supervised spending of class budget
- prepared and submitted semester budget reports

### ADDITIONAL EXPERIENCE

**Admissions Aide:** Manchester Community College, Manchester, CT 2002

- lead campus tours for prospective students and student groups.
- responded to phone inquiries from prospective applicants.

REFERENCES AVAILABLE ON REQUEST





**This is an example of a Traditional or Reverse Chronological Resume format.**

## **I. Ken Cutt**

704 Howser Street, Milldale, CT 06040  
(860) 123-4567

### **OBJECTIVE**

Seeking a position as a Surgical Technician

### **EDUCATION**

Major: ***Surgical Technology***  
Associate In Science- May 2007- 3.20 GPA  
Manchester Community College  
Honors: Dean's List (four consecutive semesters)

### **KEY COURSES**

Operating Room Procedures	Medical Terminology
Operating Room Procedures II	Seminar in Surgery

### **FIELDWORK EXPERIENCE**

**Acme Memorial Hospital**: Manchester, CT 2006-present

- Prepared operating rooms with appropriate instruments, sutures, supplies and equipment; open sterile supplies and arrange sterile setups for operations.
- Assisted the surgical teams during operative procedures as instructed to include passing instruments to surgeon or surgical assistants and counting sponges, needles and other supplies used during operations.
- Maintained records, reports, files or other information on appropriate forms as required.
- Assisted in the cleanup of operating theater following surgery to include appropriate disposal of used supplies and sterilization of instruments. Monitored and restocked supplies.

**Get Well Fast Hospital**: East Hartford, CT 2005-2006

- Assisted circulating nurse in preparing patient for surgery. Positioned patient in prescribed manner. Moved patient onto wheeled stretcher for delivery to recovery room upon completion of operation.
- Selected and prepared appropriate supplies and equipment for surgery.

### **AFFILIATIONS/MEMBERSHIPS**

MCC Surgical Technology Association  
American Surgical Association  
CT Surgical Technology Association

### **WORK HISTORY**

Mig Welder, General Dynamics, New London, CT	2006-present
Office Manager, Island Sound Company, New Haven, CT	2005-2006
River Guide, Grand Canyon Tours, Flagstaff, Arizona	2004-2005