

HIREJWU

powered by *Handshake*

College of Business

Majors:

Bachelor of Science (BS) Degree

Accounting
Advertising & Marketing Communications
Business Studies
Fashion Merchandising & Retailing
Finance
Marketing

Bachelor of Science, Business Administration (BSBA)

Business Administration
Entrepreneurship
Human Resource Management
International Business
Management



**Experiential Education
& Career Services**
The Yena Center | 401-598-1070

HIREJWU
powered by *Handshake*

JWULINK
Groups > Providence Ex Ed & Career Services

 Follow us on LinkedIn
[JWU Providence ExEd & Career Services](#)

HIREJWU

powered by *Handshake*

COLLEGE OF BUSINESS

Resume Examples

Brought to by: Experiential Education & Career Services

The following samples are examples of real JWU student resumes that will familiarize you with the many different resume formats and styles.

Our goal is to get you started and provide ideas on how to strengthen your resume. We are providing samples here. It is important that you make **your resume your own**. The key to getting an interview is to target your resume when applying for a job or internship. You must get the employer's attention within **6 – 7** seconds by outlining what YOU can DO for THEM.

Review the section on Applicant Tracking System (ATS) found in the Undergraduate Resume Guidebook at: link.jwu.edu>jobs & internships>build your resume, to ensure your resume follows ATS rules for posting your resume to online job sites.

No matter what your major, be sure to scan through all of the resume examples, as you are sure to find ideas in each of them to use in your own, unique resume.

Note: These resumes are samples. If your major is not represented in the samples, please work with an EE&CS Advisor to assist you.

RESUME TIPS:

Most Common Resume mistakes:

1. **Misspelling JWU:**
 - Johnson and Whales University = Johnson & Wales University
2. **Incorrectly stating your degree:**
 - a. Bachelors in = Bachelor of Science;
 - b. Associates of = Associate in Science;
3. **Using “ I “ in your job bullet statements: Start with action verb and be sure your action verb agrees with job status – present tense for current job, past tense for past job**
 - a. I created report = Created report for...
 - b. I schedule events = Schedule events to...
4. **Listing jobs in the incorrect order:**
 - a. Most recent Jobs are listed first
5. **Resume must fit on one page**
6. **Font sizes:**
 - a. **Your Name: font size: 18 – 26**
 - b. **Resume content: font size: 11 – 12**



Your Name

(555)555-5555 • youremailaddress@xxx.com • www.linkedin.com/in/fnameIname

EDUCATION and ACADEMIC HONORS

Johnson & Wales University

Providence, RI

Bachelor of Science: Accounting

Candidate, mm/yyyy

Minor; Finance

GPA: 3.5/4.0, Dean's List, SHARP (Special Honors and Rewards Program) and Omicron Delta Kappa

CPA Track: 150 Credit Hours completed by mm/yyyy

EMPLOYMENT HISTORY

OFFICE ASSISTANT; JWU Experiential Education & Career Services, Providence, RI **mm/yyyy – Present**

- Assist in the coordination of office activities for over 20 employees
- Help over 30 students with registering for internships and career preparation per shift
- Schedule appointments for career and internship advisors
- Aid in planning career fairs, workshops, and internship promotional activities on campus
- Oversee deposits of payments from employers for career events/update department billing record

BANK TELLER — TD Bank- Edison, NJ

mm/yyyy – mm/yyyy

- Successfully oversaw the promotion and sales of TD Bank accounts and financial products
- Exceeded employee quotas for new customer accounts for two consecutive quarters by an average of 10 products
- Assisted customer service representatives in opening and closing processes for customer/business bank accounts
- Helped foster a friendly and hospitable environment and atmosphere while customers waited to complete their transactions

AWARDS, COMMUNITY INVOLVEMENT AND ORGANIZATIONS

Johnson & Wales University

Providence, RI

- **Emerging Leader of the Year Award** –Department of Student Involvement

mm/yyyy

- **JWU Chancellor's Award for Outstanding Freshman of the Year**

mm/yyyy

Accounting Association

Providence, RI

- **Volunteer: April sessions of the Income Tax Assistance Program**

mm/yyyy – Present

American Cancer Society

Warwick, RI

- **Treasurer- Colleges Against Cancer, JWU**

mm/yyyy – Present

- **Ceremonies/Logistics Coordinator- JWU Relay for Life Fundraising Event**

mm/yyyy – Present

JWU Student Government Association

Providence, RI

- **University Default Task Force Student Representative**

mm/yyyy – Present

- **Treasurer/Director of Appropriations & Funding**

mm/yyyy – mm/yyyy

- **Appropriations Committee Co-Chair**

mm/yyyy – mm/yyyy

JWU Investment Club

Providence, RI

- **Society for the Advancement of Management: Treasurer**

mm/yyyy – mm/yyyy

YOUR NAME

(555)555-5555 ▪ youremailaddress@gmail.com ▪ www.linkedin.com/in/fnameIname

HIGHLIGHTS OF QUALIFICATIONS & RELEVANT SKILLS

- Bilingual: English and Spanish
- Demonstrate effectiveness in persuading others and closing sales through relationship building and customer service
- Skilled in creating and updating social media business sites such as Facebook, Twitter and Flickr
- Able to quickly master new software programs and apply its full range of capabilities including proficiency in, Adobe Photoshop, Microsoft Office Suite, StratSim and Alpha customer list software

EDUCATION

Johnson & Wales University Providence, RI
Bachelor of Science, Advertising & Marketing Communications Candidate, mm/yyyy

JWU PROJECT EXPERIENCE:

MARKETING SKILLS

- Utilized StratSim software and analyzed results in strategic marketing class
- Analyzed 6 Harvard business cases with a focus on market research and company branding
- Created a poster using Adobe Photoshop for a semi-annual dance which resulted in over 300 attendees and a profit of \$750
- Introduced an advertisement targeting 4 universities in Providence for Make a Wish fundraiser

EMPLOYMENT HISTORY

Smart Glasses Store Providence, RI
Sales Associate mm/yyyy – Present

- Trained new sales associates on Alpha customer list software applications
- Assisted customers in glasses design selections, responsible for daily sales of \$2,000

Johnson & Wales University, The Learning Center Providence, RI
Tutor mm/yyyy – mm/yyyy

- Supervised students, tutored English twice weekly
- Managed two employees and organized their work schedule

HONORS AND ASSOCIATIONS

Johnson & Wales University Dean's list: summa cum laude: GPA: 3.9/4.0 mm/yyyy – Present
Silver Key Honor Society, Member mm/yyyy – Present
American Marketing Association, Member mm/yyyy – Present
DECA (Distributive Education Clubs of America), Member mm/yyyy – Present

Your Name

(555)555-5555 ▪ youremailaddress@gmail.com ▪ www.linkedin.com/in/fnameiname

Highlights of Qualifications & Relevant Skills

- Produced consistent and quality artisan bread and pastries daily, from scratch
- Passionate about working efficiently to produce quality pastries
- Food safety and sanitation certified (ServSafe)
- Over four yyyys of back of house kitchen experience

Relevant Work Experience

Baker / Assistant Manager

mm/yyyy – mm/yyyy

Sift Bake Shop

Boston, MA

- Worked closely in a team environment to ensure smooth business operation
- Inventoried products with 100% accuracy daily
- Produced consistent and quality products in a fast-paced environment
- Followed a strict production schedule to ensure quality products
- Provided input on seasonal recipe ideas
- Regularly produced laminated dough, sourdough bread starter in mass amounts
- Consistently kept a clean and meticulously organized workstation
-

Baking & Pastry Intern

mm/yyyy – mm/yyyy

- Adapted quickly to a fast-paced environment
- Developed strict time management skills
- Followed and memorized multiple recipes in mass quantities
- Provided assistance when needed in any back of house station
- Learned how to produce mass products consistently and in a timely manner

Additional Work Experience

Heritage Chocolates, Chocolate Sales and Production

mm/yyyy – mm/yyyy

Education

Johnson & Wales University

Bachelor of Science, Business Studies

Associate in Science, Baking & Pastry Arts

GPA: 3.8/4.0, Dean's Lists

Providence, RI

Candidate, mm/yyyy

Degree, mm/yyyy

Your Name

(555)555-5555 • youremailaddress@xxx.com • www.linkedin.com/in/fnameiname

Qualifications:

- Certified in Hootsuite Platform and Social Marketing
- Completed Retail Lab; simulated work environment with a focus on market analysis, trend research, vendor communications, buyer communications, and merchandise promotion

Education:

Johnson & Wales University

Providence, RI

Bachelor of Science, Fashion Merchandising & Retailing

Candidate, mm/yyyy

GPA: 3.8/4.0, Dean's List

Study Abroad: Greece and France

Summer/yyyy

Work Experience:

Nordstrom

Sales Associate

mm/yyyy – Present

- Sell designer footwear exceeding daily quotas by approximately 65 sales
- Recognized as top 15 sales performer in 22 store region
- Manage cashiering activities of up to \$5,000 daily, returns and exchanges while following store policies
- Train and mentor 5 new employees, educate employees regarding register procedures, customer service standards and company protocols
- Collaborate with vendors concerning pricing, damaged products, buy-backs and special orders

Affiliations & Volunteer:

International Fashion Society, Member

mm/yyyy – Present

- Current leadership position, President
- Plan several events including guest speakers and fashion shows
- Held Leadership positions: Treasurer and Social Chair

mm/yyyy – Present

mm/yyyy – mm/yyyy

National Student Organizations

- 2017 College DECA Regional Competition, 2nd place in Marketing Management

Activities and Interests

- Volunteered, "Providence Fashion Week"
- Attended local fashion shows to evaluate costuming techniques
- Research fashion trends via trade journals
- Windowswear & Passport GMID), fashion magazines & internet

mm/yyyy

mm/yyyy

Your Name

(555)555-5555 • youremailaddress@xxx.com • www.linkedin.com/in/fnameiname

HIGHLIGHTS OF QUALIFICATIONS

- Morningstar Direct Certified: investment portfolio management and software
- Successfully completed relevant courses in Risk Management & Insurance, Finance, Investing, Leadership Studies, Business Accounting and Corporate Finance
- Technical proficiency in Oracle databases, QuickBooks, MS Excel

EDUCATION

Johnson & Wales University
Bachelor of Science; Finance
Minor: Accounting

Providence, RI
Candidate, mm/yyyy

WORK EXPERIENCE

Finance Intern

mm/yyyy – mm/yyyy

Oppenheimer & Company, Inc., Providence, RI

- Researched and updated missing cost basis to provide accurate client reports when requested
- Promoted financial advisement in order to recruit new clients by providing bond offers
- Assisted in researching and analyzing investments for client portfolios
- Contact with 15-20 potential new clients daily articulating products and services offered; 50% closing rate of new clients

Teller/Customer Service

mm/yyyy – mm/yyyy

Valley National Bank, Cranford, NJ

- Opened five new business accounts weekly which aided in a 20% increase of new accounts
- Implemented community engagement by distributing brochures and sales kits to over 300 clients weekly, and created a follow-up log to keep track of all communication
- Maintained an accurate cash drawer of \$5,000 daily
- Informed clients of all offered banking services and aided them in deciding which services best fit their needs by providing accurate facts and examples

Foreman/Painter

mm/yyyy – mm/yyyy

Collegiate Entrepreneurs, Clark, NJ

- Recruited and trained 10 new employees in painting techniques and professional courtesy
- Managed and assisted 4-6 employees in daily operations and finished jobs on time
- Used various selling techniques in giving estimates for painting services
- Assisted in selling \$45,000 in painting services during the season

ASSOCIATIONS

JWU Finance Club – Member; Vice President

mm/yyyy – Present

Fogarty Elementary School; Volunteer

mm/yyyy – mm/yyyy

Distributive Education Clubs of America (DECA); Member

mm/yyyy – Present

Your Name

(555)555-5555 • youremailaddress@xxx.com • www.linkedin.com/in/fnameiname

HIGHLIGHTS OF QUALIFICATIONS:

- Experience utilizing leading media database systems such as SRDS and Mediamark (MRI+)
- Proficiency in Act, Adobe, Microsoft Office Suite and Macintosh platforms and software
- Bilingual: English and Spanish languages

EDUCATION:

Johnson & Wales University

Bachelor of Science; Marketing

GPA 3.74/4.0, Dean's List

Providence, RI
Candidate, mm/yyyy

PROFESSIONAL EXPERIENCE:

DMPM Corporation,

Marketing Specialist

Waltham, MA
mm/yyyy – Present

- Conduct calls to 50 potential clients daily; attempting to create relationships and introduce available services
- Follow up with existing customers in order to facilitate DMPM's level of customer service client satisfaction
- Promote offerings by participating in outbound sales appointments and customer calls, averaging 70-120 daily

O'Donnell & Associate

Marketing/Advertising Intern

East Providence, RI
mm/yyyy – mm/yyyy

- Assisted with the design of print ads and logos for Land Rover, Jaguar, Pontiac and GMC cars and trucks; resulting in a 10% increase in attendance at the LR2 launch and awareness charity events
- Researched and organized data via Excel which created a more efficient flow of daily business processes
- Contacted 15-20 potential clients daily via email and phone to create awareness of company services
- Collaborated with the media coordinator in contacting television and radio stations and creating a promotional package valued at \$10,000, that included brochures, price information and current client referrals
- Aided the traffic coordinator with contacting clients, solving problems and preparing for overseas commercial shoots

MBalliance

Marketing Specialist, Summer Intern

Boston, MA
mm/yyyy – mm/yyyy

- Contacted 100+ potential clients daily via phone and email in order to build a clientele to promote services
- Utilized ACT and MS programs applications; accomplishing goals of organizing data and setting appointments
- Attended and participated in weekly sales meetings; addressing such topics as future endeavors, new products, and ways to expand awareness of the company
- Consistently researched competitive advantages and industry updates through trade publications, newspaper articles, direct marketing textbooks and online literature

Your Name

HIGHLIGHT OF QUALIFICATIONS

- Familiar with databases such as; IBISWorld, Business Insights, EBSCO, RKMA, CSI Markets, and Statista
- **Bilingual:** English and Vietnamese

EDUCATION

Johnson & Wales University

BSBA, Management

GPA: 3.82/4.0, Dean's List

Providence, RI

Candidate, mm/yyyy

Phone:

(555)555-5555

Email:

youremailaddress@xxx.com

LinkedIn:

www.linkedin.com/in/fnameName

RELEVANT COURSEWORK

Brand Extension Group Project

mm/yyyy

McDonald's Corporation

- Created a new product line for McDonald's with detailed sales and evaluation plans.
- Conducted an online survey with more than 100 responses for a potential location.
- Integrated IBISWorld database to estimate and evaluate the outcome of the new product

Financial & Strategic Analysis Group Project

mm/yyyy – mm/yyyy

Tiffany & Co. Official

- Conducted and reported detailed financial analysis on Tiffany & Co using multiple databases (IBISWorld, CSI Markets).
- Conducted research on the industry and the company to form a SWOT analysis.
- Created evaluation plans to base on to make recommendations

VOLUNTEER EXPERIENCE

Dell's Telephone Sales Competition

Participant

mm/yyyy

- Researched in advance about Dell's Rugged. Verbally communicated with an artificial intelligence on RNMKRS mobile apps to introduce the products and secure the next meeting between the customer and product manager

Steere House Nursing and Rehabilitation

Volunteer

mm/yyyy

- Assisted residences' transportation; planning and operating entertain activities; and assuring attendance for meal courses

Your Name

| 555-555-5555 | youremailaddress@xxx.com | www.linkedin.com/in/fnameiname

Skills

Technical: Proficient with Microsoft Word, Excel, PowerPoint

Certifications: ServSafe Certified and State Food Safety Training mm/yyyy

Education

Johnson & Wales University

Providence, RI

Bachelor of Science, Business Administration, Entrepreneurship

Candidate, mm/yyyy

GPA: 3.7/4.0 Dean's List

Work Experience

Whole Foods Market

White Plains, NY

In Store Shopper

mm/yyyy – Present

- Handles technology (mobile) device to fulfill orders
- Fulfills online orders efficiently, accurately and with a sense of urgency
- Detail oriented, pays attention to product and order accuracy
- Adaptability to learn product knowledge, customer service standards, and store operations

Lifetime Athletic Fitness

West Harrison, NY

Facility Operations Team

mm/yyyy – mm/yyyy

- Responded to member inquiries regarding Life Time products, services, policies and procedures
- Maintained indoor and outdoor club cleanliness and safety by performing daily maintenance tasks
- Washed, folded, and stocked member towels and ensures the locker rooms are neat, and orderly

Pace Perk

Pleasantville, NY

Food Service Worker

mm/yyyy – mm/yyyy

- Took accurate food orders while working in fast paced environment
- Correctly operated cash register finalizing all transactions
- Certified in Serve Safe training
- Prepared customers' orders with accuracy
- Partnered with other Crew and Managers to meet daily team goals and have fun

Volunteer Experience

Juvenile Diabetes Research Foundation Walk, Volunteer

mm/yyyy

Breakfast Run, Participant

mm/yyyy

YOUR NAME

Whitinsville, MA • (555) 555-5555
youremailaddress@xxx.com • www.linkedin.com/in/fnameIname

Qualifications & Relevant Skills

- Demonstrated effectiveness in closing sales and customer satisfaction through relationship building and customer service
- Skilled in creating and updating social media business sites such as Facebook and Instagram
- Able to quickly master new software, apply it to business operations including proficiency in Adobe Photoshop & Microsoft Office Suite
- ServSafe and TIPS Certification: mm/yyyy
- **Related Coursework:** Pitching and Planning New Ventures, Marketing for Entrepreneurs, Finance, Change and Innovation Management

Education

Johnson & Wales University
BSBA, Entrepreneurship
GPA: 3.9/4.0, Dean's List
SHARP program

Providence, RI
Candidate, mm/yyyy

Experience

West End Creamery
General Manager

Chelsea, MA
mm/yyyy – Present

- Hired and trained all staff to be well versed in operations
- Managed a staff of 75 members
- Fostered an organization culture of respect and motivation leading to high employee retention
- Maintained inventory controls and cleanliness of the facility
- Responded to customer complaints by exchanging products or refunding money to facilitate high customer satisfaction

Project Experience

- **Developed and implemented** a product idea based on market research. Identified internal and external resources. Then created a business plan and delivered a sales presentation to pitch the idea to an investor
- **Created** an integrated Marketing Communications Plan for two Rhode Island based institutions including the Rhode Island Coalition and The Children's Museum
- **Served on a team** of 5 members, selected from 6 groups to create and produce a market ready DVD for JWU to raise public awareness on local sustainability initiatives
- **Designed, recruited, and moderated** a Johnson & Wales University live annual business pitch competition, Sharkfest that tests business acumen, creativity, and ambition of JWU Student Entrepreneurs.

Your Name

(555)555-5555 • youremailaddress@xxx.com • www.linkedin.com/in/fnameiname

HIGHLIGHTS OF QUALIFICATIONS

- Excellent customer service and communication skills
- Dedicated to the development and continuation of business growth
- Completed university courses focused on; compensation, customer satisfaction, information systems, recruitment, diversity & inclusion

EDUCATION

Johnson & Wales University Providence, RI
BSBA, Human Resource Management Candidate, mm/yyyy

O'Briens Aveda Institute Burlington, VT
Cosmetologist Certification, mm/yyyy

WORK EXPERIENCE

Five Elements Salon & Day Spa
Human Resources, Assistant Manager mm/yyyy – Present

- Manage all employee hiring process
- Address and resolve employee issues as needed
- Support the implementation of structures and strategies to improve individual and operation performance
- Provide group and one-on-one coaching with employees to support leadership development, business decision-making, human resources management, problem solving, and performance management

Johnson & Wales University: Experiential Education & Career Services
PCA: Peer Career Ambassador mm/yyyy – mm/yyyy

- Provides peer career advising to students regarding resumes, cover letters, internships and career event preparation
- Sets up and assists career events
- Network and collaborate with staff, faculty and other professionals regarding career services

AFFILIATIONS AND VOLUNTEER WORK

- Sigma Delta Tau Chapter, Member & Parents Chair mm/yyyy – Present
- Relay for Life yyyy – yyyy

Your Name

City, ST | 555-555-5555 | youremailaddress@xxx.com | www.linkedin.com/in/fnameiname

Skills

- **Bilingual:** English and Russian
- Technical proficiency in MS Excel, MS PowerPoint, and MS Office
- CPR Certified: mm/yyyy

EDUCATION

Johnson & Wales University
BSBA, International Business
 Dean's List GPA: 3.78/4.0

Providence, RI
 Candidate mm/yyyy

Employment History

GOTTAQ SMOKEHOUSE BBQ

Cumberland, RI
 mm/yyyy – Present

SHIFT LEADER

- Ensure team members work efficiently during shifts
- Supervise employees and assist with tasks as necessary
- Train 5 new staff members per yyyy
- Handle customer issues and manage conflicts in a courteous and friendly manner
- Perform opening and closing procedures according to store policy

EXPEDITOR

mm/yyyy – mm/yyyy

- Managed time and organization during busy service
- Maintained on going communication with the front of the house on items needed

INVOLVEMENT

- Delta Zeta National Sorority Organization
- JWU Philanthropy; Vice President
 - Maintain a \$1,000 budget throughout the school yyyy
 - Researching volunteer hours from organizations
- GottaQ BBQ Thanksgiving: Volunteer
- Volunteered 8 ½ hours for Hunger Smoked

mm/yyyy – Present
 mm/yyyy – Present

mm/yyyy
 mm/yyyy

Your Name

(555) 555-5555 • youremailaddress@xxx.com • www.linkedin.com/in/fnameiname

EDUCATION

Johnson & Wales University Providence, RI
Bachelor of Science, Business Administration, Management Candidate, mm/yyyy
GPA: 3.68/4.0, Dean's List

EMPLOYMENT EXPERIENCE

Andy Carpentry, Berlin, CT mm/yyyy – Present
Site Supervisor

- Control all aspects of business operations including a \$250,000 budget, employee paperwork for staff of 12 and marketing plan valued at \$100,000
- Manage and cultivate relationships with 20 business accounts; target and build relations with two to three new clients per yyyy
- Assist business owner in analyzing requests and creating proposals ranging from \$10K to \$50K
- Lead three to four subcontractors in completing projects simultaneously

The Home Depot, Providence, RI mm/yyyy – mm/yyyy
Sales Associate

- Supervised opening and closing procedures using corporate standards
- Increased sales within designated section by 3% in one month
- Received the Home Award for superior excellence in corporate culture

Andy Carpentry, Berlin, CT mm/yyyy – mm/yyyy
Crew Manager

- Coached 5 new employees on the basics of framing a home
- Oversaw and managed the framing construction of a \$1.4 million home
- Managed a payroll of \$4,000 weekly
- Knowledgeable in building codes and specifications

CERTIFICATIONS AND INVOLVEMENT

Real Estate Certifications:
States: Rhode Island, Connecticut and New York mm/yyyy
Tau Kappa Epsilon National Fraternal Organization mm/yyyy – Present

- Assistant Educator mm/yyyy – Present
- Recruitment Chair mm/yyyy – mm/yyyy
- Raised \$1,700 for Toys for Tots through organized fundraiser mm/yyyy
- Volunteered 30 hours at local food bank mm/yyyy