

- Notice that each bullet starts with a verb

## SAMPLE RESUME

- use quantitative data when possible

# John Doe

12345 Main Street, Miami, FL 33199 | 305-555-5190 | jdoe@email.com



### Professional Experience

**Florida International University Research Department** December 2013 – Present

*Student Assistant*

- Research 200+ potential donors weekly by request from multiple FIU departments and the University President
- Analyze gift capacity of potential donors and prospects and categorize them accordingly
- Write and review weekly executive reports of individuals and/or corporations

**Lion's Club International**

April 2014 – August 2014

*Intern*

- Served more than 10 different impoverished communities every year with health and education programs
- Condensed labor efforts between multiple clubs and organized 50+ volunteers in dental hygiene events
- Assisted the existing Lions Club International-La Planicie with event and activities logistics

**GAP Kids**

November 2012 – May 2014

*Sales Associate*

- Greeted visitors and callers in a friendly and professional manner to handle their inquiries and provide assistance
- Put out new merchandise, organized displays, and tracked and maintained inventory needs
- Maintained knowledge of current products, sales, promotions, and policies to assist customers and make sales
- Efficiently processed payments collected from customers at the cash register

### Skills

- Conversational in Spanish
- Strong interpersonal and communication skills
- Detail-oriented worker with strong multitasking, analytic, and problem-solving skills
- Responsible, professional, and punctual

### Leadership Experience

**United National International Children's Emergency Fund (UNICEF)** May 2015 – Present

*Vice President*

- Collaborate with 10 E-board members to fulfill UNICEF's mission to educate, advocate, and fundraise the public
- Create and coordinate at least 12 events and outreach programs per semester
- Construct monthly and quarterly budgets to ensure the availability of \$2000+ funds
- Fundraise at least \$2000 per semester towards the UNICEF U.S. Fund

### Clubs and Organizations

Financial Management Association, *Member*

April 2015 – Present

Future Business Leaders of America, *Member*

March 2015 – March 2016

Korean Culture Club, *Member*

February 2014 – January 2015

### Education

**Florida International University, Honors College**

May 2017

*Bachelor of Business Administration in International Business*

*Certificate in Finance*

3.5 GPA; Dean's List

**Broward College**

May 2015

*Associate Degree in Finance*

# SAMPLE RESUME

## Jane Doe

12345 Main Street, Miami, FL 33199  
305-555-5190  
jdoe@email.com

### Education

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**Florida International University, Honors College** Expected December 2018  
Bachelor of Science in Biology  
Pre-med track

### Work Experience

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**Baptist Hospital** March 2014 – May 2014  
*Shadower*

- Shadowed Dr. Richard Lee in the Outpatient Orthopedic Rehabilitation Center during procedures
- Provided assistance and care to patients, guests, coworkers, and physicians
- Worked with doctors in the film room to evaluate films, specifically X-rays, and determine the malignancy of visible masses
- Assisted registered nurses in the Quality Management department with clerical work and in the implementation of a pilot program involved with acute kidney infection rates

### Skills

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- **Languages:** Basic French
- **Computer:** Proficient with social media platforms, including Facebook, Twitter, and Instagram
- Excellent customer service skills
- Able to work well within a group or team but also functions well independently

### Research Experience

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**Advanced Research and Creativity in Honors (ARCH) Conference** March 19 – 20, 2014

- Performed research alongside of faculty member, Dr. Ranu Jung, and delivered 2014 presentation on “Investigation of UV Damage upon Genome Organization in Human Lymphocytes” at Florida International University

### Leadership Experience

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**Alternative Breaks Service Program** September 2013 – March 2014  
*Participant, Nicaragua Service Trip*

- Raised \$1,500+ in funds to buy educational and health supplies for HIV/AIDS awareness and prevention education
- Collaborated with 11 students to research HIV/AIDS-related issues and educational methods for young adults
- Translated Spanish and English for a better understanding and bigger impact of our service

### Honors and Awards

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Pamela Silva Conde Scholarship Recipient  
UWS Lucille E. Snaith Memorial Scholarship Recipient  
Dean’s List  
Academy of Leaders Certificate

# Suzy Smith

(555) 555-5555 | [suzysmith@fiu.edu](mailto:suzysmith@fiu.edu)

## EDUCATION

### **Florida International University, Honors College**

*Bachelor of Business Administration International Business and Finance*

**Cumulative GPA:** 3.4

**Honors:** Panther Baja Financial Member, Honors College Student, Post 9/11 GI Bill Scholarship.

**Relevant Coursework:** *Financial Accounting, Statistics, Business Calculus, Microeconomics, Macroeconomics, Commercial Bank Management, Securities Analysis, International Banking, Financial Markets & Institutions, Latin American Financial Markets & Institutions, Intermediate Financial Management, Financial Engineering*

Miami, FL  
December 2020

## PROFESSIONAL EXPERIENCE

### **Nations Healthcare Consulting**

*Administrative Assistant*

Dallas, TX  
June 2014 - May 2016

- Assisted the director in client advocacy, serving as the liaison between the healthcare provider and the client.
- Provided education and support in available community benefits through health fairs and special events.
- Advocated in giving a voice to the needs of the elderly and less fortunate.
- Assisted youth in life preparation and awareness to many community needs.

### **Duncanville High School**

*Business Academy Committee Member*

Duncanville, TX  
August 2015 – May 2016

- Created a Business Academy in order to progress the level of education.
- Fostered organization and productivity within the Academy.
- Created a successful academy for students to pursue the career of business in all fields and as a result students produced better grades and were better prepared for college.

## LEADERSHIP & ACTIVITIES

### **FIU Rugby Club**

*President, Team-Captain*

Miami, FL  
May 2011 – December 2016

- Structured the team officer's responsibilities (recruiting, fundraiser, treasurer, match secretary and media).
- Led team to regionals final, Florida Collegiate finalist and multiple appearances in the FIU student magazine.

### **Panther Baja - FIU Collaboration Project**

*Financial Team Member*

Miami, FL  
September 2016 - Present

- Find sponsorships and donations for budget.

### **Ignite The Future - FIU, Google funded program**

*Facilitator*

Miami, FL  
October 2016 - Present

- Teach project based learning/STEM to elementary students.

### **FIU Marching Band**

*Baritone Member*

Miami, FL  
August 2016 - Present

- Conduct rehearsals, marching techniques, and instrument repair.

## OTHER

**Languages:** Fluent in Spanish.

**Interests:** Reading, writing, traveling.