**▪ This is a sample résumé ▪**

**Henry Kim**

kim.123@osu.edu

678 East 9th Ave., Apt. D

Columbus, OH 43201

(614) 678-9123

**EDUCATION:**

**THE OHIO STATE UNIVERSITY Columbus, OH**

*Bachelor of Science in Business Administration May 20XX*

*Specializations: Accounting and Marketing* GPA: 3.71/4.00

• Honors Accounting Program

• 20XX OSU Homecoming Court

• OSU Presidential Leadership Citation Award (1 of 50 selected)

• Pace Setters Award (Top 2% of Fisher College of Business selected)

• Max Fisher College of Business Scholarship

**WORK EXPERIENCE:**

**PROCTER & GAMBLE Cincinnati, OH**

*Personal Health Care New Business Development Finance Intern May 20XX - August 20XX*

• Facilitated and led competitive response session

• Developed competitive assessment and industry analysis for competitive assessment

• Created and assessed a competitive analysis to determine feasibility of product launch in global regions

• Collaborated with various functions to generate project information and analysis

• Initiated and organized intern events within Personal Health Care

**JO-ANN STORES, INC. Hudson, OH**

*Merchandising Intern May-August 20XX, 20XX*

• Designed and prepared fashion presentations for quarterly sales meeting

• Consulted with vendors on product samples and presentation boards

• Analyzed weekly and monthly buy plans and sales forecast spreadsheets

**LEADERSHIP EXPERIENCE:**

**ASIAN BUSINESS STUDENT ASSOCIATION Columbus, OH**

*President September 20XX -Present*

• Collaborate with other business and ethnic student organizations to bring greater awareness to programs

• Create programs and events that will expand and enhance students’ knowledge of business in Asia

• Establish strong relationships with various faculty within the Fisher College of Business

• Encourage leadership team and members to initiate self and group development

**LEADERSHAPE TRAINING INSTITUTE Columbus, OH**

*Co-Coordinator-The Ohio State University January 20XX - September 20XX*

• Oversaw all aspects and logistics of the event including selection of participants

• Coordinated and conducted orientation meetings and reunion events to re-emphasize visions

• Enhanced vision and stretched goals through communication with Steering Committee

• Collaborated and promoted Institute to over 60 organizations via network of personal advertising

**LEADERSHIP TRAINING/ACTIVITIES:**

Procter & Gamble Leadership Advantage Camp (1 of 25 selected), Beta Alpha Psi Accounting Honorary Special

Events Chair, Bucket & Dipper Junior Class Honorary, Drackett Community Council President and Vice- President

**LANGUAGE SKILLS:**

Korean (Fluent)

**▪ This is a sample résumé ▪**

ELIZABETH WILSON

(614) 555-9876 ∙ wilson.657@osu.edu ∙ 657 Dreamweaver Blvd. Columbus, Ohio 43201

**OBJECTIVE** Seeking a full-time marketing position beginning August 20XX

**EDUCATION THE OHIO STATE UNIVERSITY** Columbus, OH

Bachelor of Science in Business Administration *August 20XX*

Specialization: Marketing

Marketing GPA: 3.74

*Self-financing 75% of all educational and living expenses*

**RELATED** **Alpha Kappa Psi** The Ohio State University

#### EXPERIENCE *Active Member March 20XX – Present*

#### *Professional Events Chair, Fisher Fall Career Fair September 20XX*

* Worked with team members to organize a publicity campaign
* Created fliers, overheads, and a newspaper ad to promote the event
* Spoke in targeted classes encouraging students to attend the career fair
* Achieved a goal of over 2,000 students attending the 20XX Career Fair

## **Curry Marketing Group** Columbus, Ohio

*Marketing Intern June – September 20XX*

* Reviewed restaurant product lines, brainstormed public relation activities
* Analyzed demographics and created target list, reviewed mechanics of

consumer-directed marketing program

* Organized trade fair mailing list and handled registrations
* Solicited feedback from trade fair participants and submitted recommendations

for improvements for 20XX event

**OTHER Kappa Delta**

**EXPERIENCE** *Active Member January 20XX - Present*

*Vice President of Finance for 20XX Pledge Class January 20XX – March 20XX*

* Managed budget for all social, philanthropic, and fundraising events hosted by

the 23 person pledge class

**Ohio Union Catering** Columbus, Ohio

*Catering Server* *September 20XX – May 20XX*

* Explained menu and assisted guests in making dining decisions
* Served meals and responded to guest requests quickly and efficiently
* Assisted at large banquets and special university events, averaging 15 hours per week throughout the school year

**ACTIVITIES** **Slovenian Buckeye Society**  *September 20XX - Present*

**Assistant Coach for Summer Soccer Camp** *June 20XX – August 20XX*

**COMPUTER** Adobe PageMaker, PhotoShop

**SKILLS** Web editing including: HTML, Dreamweaver, GoLive

**▪ This is a sample résumé with a double major (one outside Fisher) ▪**

**Melissa Krajewski**

900 East Maynard Avenue Columbus, OH 43202

(614) 123-4567

krajewski.l@osu.edu

**Education**

**The Ohio State University, Fisher College of Business Columbus, OH**

*Bachelor of Science in Business Administration May 20XX*

Double specialization in Finance and Communication GPA: 3.62

• Honors Cohort

• General Electric Academic Awards Program Scholarship (1 out of 70 awarded nationally)

• Morrill Excellence Scholarship

• Transferred from Ohio University with a 3.54 GPA

**Work Experience**

**Procter & Gamble Cincinnati, OH**

*Finance Intern June – August 20XX*

• Evaluated the success of 124 product initiatives launched during fiscal year 20XX

• Developed a replicable process for Finance Managers to evaluate company product initiatives

• Led the change to a more efficient manner of maintaining information on product initiatives, making research time up to 20% shorter

**Columbus Investment Advisory, Inc. Columbus, OH**

*Research Analyst January – May 20XX*

• Analyzed client investment and property holdings

• Made recommendations to senior management concerning portfolio decisions

• Prepared income statements and projected future cash flows

**Rockwell Automation, International Twinsburg, OH**

*Purchasing Coordinator/Intern June – August 20XX*

• Supported purchasing managers in the constant effort to meet production requirements

• Managed daily reports for critical part shortages and past due orders

• Maintained frequent contact with material suppliers nationwide

• Initiated one-on-one meetings with the SR VP, VP, and Materials Director

**The Ohio State University Columbus, OH**

*Summer Orientation Student Assistant June – August 20XX*

• Conducted presentations and information sessions for hundreds of orientation guests

• Generated excitement within new students and parents by selling the image/attributes of the university

**Involvement**

**Undergraduate Finance Association The Ohio State University**

*President January 20XX – Present*

• Organized and conducted chapter and executive board meetings

• Coordinated chapter harmony, promoted UFA to recruits; organized NYC trip; balanced budget

*Member August 20XX – Present*

**YWCA After School Tutoring Program** *September 20XX– Present*

**Procter & Gamble Leadership Advantage Camp – Marketing** *January 20XX*

**Peer Career Coach, Fisher College of Office of Career Management** *September 20XX—Present*

**▪ This is a sample résumé with a Dual Degree ▪**

John M. Taylor

taylor.11@osu.edu ∙ (558) 655-2626

**EDUCATION**

**THE OHIO STATE UNIVERSITY**, Columbus, Ohio

***Fisher College of Business,*** *Bachelor of Science in Business Administration, May 20XX*

***College of Arts and Sciences,*** *Bachelor of Science, May 20XX*

* *Specializations: Human Resources & Financial Math*
* Cumulative GPA: 3.45

**EL COLEGIO de POSTGRADUADOS en CIENCIAS AGRARIAS,** Texcoco, Mexico

*Agricultural Trade and Rural Development Study Abroad, June 20XX – August 20XX*

* Completed 20 hours of intensive coursework in Spanish
* Developed understanding of Mexican culture through time spent with host family in Texcoco and extensive travel to rural areas in Mexico and Central America

**EXPERIENCE**

**Northwestern Mutual Financial Network**, Columbus, Ohio

*Recruiting Intern, October 20XX – Present*

* Recruit potential hires using LinkedIn, career fairs, and online job boards
* Assist in training 4 new employees and interns
* Interview possible new hires
* Represent Northwestern Mutual Financial Network at multiple career and job fairs

**College of Dentistry**, The Ohio State University, Columbus, Ohio

*Office Assistant, February 20XX – November 20XX*

* Adapted data spreadsheets using Microsoft Excel and PowerPoint presentations for various

faculty and staff members

* Gained strong interpersonal communication skills in dealing with students, faculty, staff, and

department heads

* Initiated a project to remodel the Student Directory
* Aided the Human Resource Director by assisting in a variety of tasks such as payroll and

new employee processing

**Ohio Union**, The Ohio State University, Columbus, Ohio

## Student Assistant, September 20XX – June 20XX

* Co-coordinated events such as BuckeyeThon
* Welcomed visitors at the information desk
* Aided students and staff regarding various pieces of information
* Created flyers displaying the many different events in the Ohio Union

#### ACTIVITIES

* Member of the Human Resources Association, *January 20XX – Present*
* Volunteer at Mid-Ohio Food Bank, *September 20XX – Present*

**▪ This is an example of a freshman résumé ▪**

**Benjamin Buckeye**

buckeye.4536@osu.edu

(614) 596-9095

Cleveland, Ohio

**OBJECTIVE**

To obtain an internship in finance during the summer of 20XX

**EDUCATION**

**The Ohio State University – Fisher College of Business**  Columbus, OH

*Bachelor of Science in Business Administration*  *May 20XX*

Major: Finance

Minor: Statistics

GPA: 3.67

Business Scholars Program

**WORK EXPERIENCE**

**Five Guys Burgers and Fries** Cleveland and Columbus, OH

*Cashier* *September 20XX - Present*

* Take orders from customers and relay information to the cooking staff
* Assist the manager in evaluating daily profits
* Work quickly to assist up to 20 customers per hour

**Target**  Columbus, OH

*Seasonal Sales Associate* *June 20XX - September 20XX*

* Organized inventory and ensured all products were not damaged
* Created displays to market seasonal styles and attract customers
* Addressed customer questions and needs and enhanced their shopping experiences

**INVOLVEMENT**

**Jones Tower Hall Council,** *Secretary* *September 20XX - Present*

* Write and distribute minutes from weekly meetings to 50 residents
* Organize miscellaneous files for the residence hall to ensure all policies are met
* Elected as one of only two first-year students to the executive board

**Fisher Citizenship Program,** *Member*  *August 20XX - Present*

* Attend events hosted by leaders of Fisher’s student organizations to become involved within the Fisher Community

**OSU Club Soccer Team,** *Member* *August 20XX - Present*

**Habitat for Humanity,** *Volunteer* *March 20XX*

**▪ This is a sample résumé ▪**

**First Last**

999-999-9999 • buckeye.1@osu.edu • Local Street Address • Columbus, OH 43201

**Education:**

**The Ohio State University, Fisher College of Business Columbus, OH**

*Bachelor of Science in Business Administration* *May 20XX*

* Specializations: Finance and AccountingGPA: 3.88 / 4.00

**Work Experience:**

**Curtiss Wright Corporation Farmingdale, NY**

*Accounting Intern / Inventory Control Analyst**June 20XX-August 20XX*

* Performed cycle count and cycle count reconciliation of finished inventory to track inventory flow
* Conducted on-going review of finished inventory and work-in-process inventory to confirm accuracy
* Assisted finished stores supervisor, as required, with all inventory control duties
* Liaised between production control and planning for oracle related inventory issues

**Kumon Learning Center Rockville Centre, NY** *Learning Instructor January 20XX-August 20XX*

* Instructed and mentored 300+ young, academically challenged students and assisted them with assignments and developing road-maps for success and their social skills
* Maintained relationships with 300+ parents by keeping them informed about child progress and served as their liaison to head instructors
* Contributed to a 43% increase in membership over 3 years with various promotional ideas and strategies, including the implementation of a referral discount and customer loyalty programs

**Mio Posto Ristorante Oceanside, NY**

*Staff Manager, Waiter**June 20XX-August 20XX*

* Oversaw a 15+ staff to maximize customer experience and retention
* Coordinated and managed parties of 40-300 people, including the preparation of menus, decorations, and staff
* Contributed to a 92% rating of “very satisfied” for customer service recorded from 1,000+ customer survey responses

**Involvement:**

**Kappa Sigma Fraternity, Alpha-Sigma Chapter The Ohio State University**

*Fundraising Chairman April 20XX-Present*

* Planned 3 new and unique fundraising events that cumulatively raised $1,500+ for organization while driving community relations and generating positive publicity
* Contributed to organization’s first annual philanthropic concert, which sold 1,000+ tickets and raised $5,000+

*Recruitment Committee August 20XX-Present*

* Recruited 12 new members using targeted strategies designed to identify and attract desired potential members who exhibit good organizational fit

**Buckeye Coastal Connections The Ohio State University**

*Founding Member* *January 20XX-Present*

* Founded a business networking community for students seeking opportunities on the American east and west coasts
* Initiated a marketing campaign for organization, resulting in 70+ new members

**Undergraduate Finance Association The Ohio State University**

*Member* *January 20XX-October 20XX*

* Attend weekly meetings to network and enhance knowledge of the financial industry

**Ohio State Barbeque Club The Ohio State University**

*Member April 20XX-October 20XX*

**▪ This is a sample résumé ▪**

**First Last**

999-999-9999 • buckeye.1@osu.edu • Local Street Address • Columbus, OH 43201

**EDUCATION:**

**The Ohio State University, Max M. Fisher College of Business** **Columbus, OH**

***Bachelor of Science in Business Administration***  *May 20XX*

* Specializations: Finance & Economics
* GPA: 3.94/4.00
* Dean’s List 4 out of 4 semesters attended

**Honors Contract**

* 1 of 20 students chosen for program designed to build critical thinking, problem solving and leadership skills through the development and presentation of a research thesis (Honors Research Distinction)

**Consulting Industry Immersion Program**

* 1 of 30 students selected by faculty for highly competitive program that educates students in consulting and teaches critical thinking and problem solving skills through case studies and industry professional speakers

**WORK EXPERIENCE:**

**Max M. Fisher College of Business**, **Columbus, OH**

***Educational Technology Professional*** *(August 20XX-Present)*

* Respond to technology inquires and troubleshoot submissions to provide assistance to students and professors
* Assist 200+ users by troubleshooting issues and ensuring programs and presentations are running efficiently

**L.L. Bean, Columbus, OH**

***Sales Representative, Floor Lead, Store Opener*** *(March 20XX-August 20XX)*

* Supported store expansion initiatives by aiding in marketing campaigns, store set-up and design, employee training, and implementing customer service standards
* Engaged with customers to evaluate their experiences in order to strategize how they can be more efficient
* Streamlined new store operating systems while leading training sessions for new employees

**Ellsworth Golf Course, Hudson, OH**

***Caddy and Field Worker*** *(March 20XX-August 20XX)*

* Prepared and maintained course for tournaments and day-to-day play
* Developed 100+ relationships with customers to maximize their experiences and retention rates

**LEADERSHIP EXPERIENCE AND ACTIVITIES:**

**Kappa Sigma Fraternity, Alpha-Sigma Chapter, The Ohio State University**

***Grand Procurator [Vice President]*** *(February 20XX-Present)*

* Head of internal judiciary system, risk management, house management, and scholarship for an organization with 108 active members
* Enhanced judiciary procedures through amendments to the organization’s Constitution to administer punishments that add greater value to the community and university
* Restructured house management procedures to hold members more accountable for the use and cleanliness of the chapter house
* Spearheaded a capital campaign program by creating business plans, networking, and coming up with new and innovative ways of reaching out to alumni, raising $1.1 million
* Allocated $100,000 of fraternity budget to 7 committee chairmen after approving spending plans that align with the chapter’s strategic goals

***Public Relations Chairman*** *(November 20XX-April 20XX)*

* Led the communication of events and updates through website management and 6 monthly newsletters to generate publicity for organization
* Created a monthly newsletter publication to communicate organization’s events and accomplishments to 1000+ recipients, who include parents, alumni, school administrators, and national organization directors
* Coordinated organization’s first annual philanthropic concert, which sold 1,000+ tickets and raised $5,000+

***Member*** *(April 20XX-Present)*

* Volunteered 100+ hours for service projects and initiatives for the campus and local communities

**TECHNICAL SKILLS AND INTERESTS:**

* Technical Skills: Microsoft Excel, Access, PowerPoint
* Interests: College Sports, Distance Running, Italian Cooking