

Sample Resume

csustudent@student.clayton.edu

123 Party Lane
Jonesboro, GA 30236

770-555-1234
678-999-4321

OBJECTIVE

Marketing Researcher

EDUCATION

Clayton State University

Bachelor of Business Administration in Marketing

GPA 3.2

Morrow, GA
expected 2010

Gordon College

General Studies

Barnesville, GA
2006-2008

RELEVANT COURSES

Business Statistics
Corporate Finance

Market Research and Analysis
Marketing Management

Principles of Marketing
Professional Selling

EXPERIENCE

Clayton State University

Student Orientation Leader

Morrow, GA
2008-present

- Acquaint students with campus facilities and activities
- Assist with orientation check-in and front door greeting
- Serve as an information source and mentor
- Guide campus tours for new students
- Participate in orientation programs and presentations

Papa John's Pizza

Delivery Person

Rex, GA
2006-2007

- Monitored customer orders for accuracy
- Maintained perfect driving record while delivering approximately 100 pizzas per week
- Received customer payments and maintained accurate financial records

Clayton County Parks & Recreation

Camp Counselor (summer job)

Jonesboro, GA
2005-2006

- Worked with other counselors to plan activities for children
- Implemented activities
- Supervised up to 15 children per session
- Communicated with parents about children's behavior and progress

SKILLS

MS Word
MS Excel

PASW Statistics 17.0
Spanish (conversational)

Data Collection
MS PowerPoint

HONORS AND ACTIVITIES

Dean's List six semesters; HOPE Scholarship; Marketing Club, Program Chair 2008 – present, Member, 2007 – present; Volunteer with Habitat for Humanity

AVAILABILITY

May 2010