



## BUSINESS AND PROFESSIONAL WRITING

# Sample Resumes

### Chronological Resume 1

Lillian Sample  
1435 North Shore Drive  
Chicago, Illinois 60611  
(312) 328-7743

**Objective:** Buyer for a major retail clothing store.

**Experience:**

Assistant Buyer  
1995-present

Carroll's Red Hanger Shop  
566 North State, Chicago, IL 60606

- Ordered all men's ready- to-wear clothing and accessories.
- Managed budgets up to \$250,000.
- Increased sales 20 percent in two years.
- Supervised three assistants and one secretary.

Sales Clerk  
1993-1995

Geske's Clothes  
34 Virginia Street, Urbana, IL 61801

- Conducted all sales transactions in men's and boy's wear.
- Coordinated special orders and customer relations.

**Education:** B.A. in business and marketing, June 1993,  
University of Illinois, Champaign-Urbana, IL

**Honors:** Edwin Ebert Marketing Award, 1992-1993  
Delta Tau honorary business society, 1992  
AID Scholarship, 1991

**Activities:** Vice President, Delta Tau, 1992-1993  
Big Ten Marketing Exhibit, organizer, 1992

**References:**

Mr. Harold Walker General Manager Carroll's Red Hanger Shop 566 North State Chicago, IL 60606 (312) 445-7384	Mrs. Leslie Geske Owner Geske's Clothes 34 Virginia Street Urbana, IL 61801 (217) 459-6533
---	---

## Chronological Resume 2

John Lewkowski  
848 Plains Street  
Fort Pierre, South Dakota 57067  
605-555-9745  
[Lewkowski111@gmail.com](mailto:Lewkowski111@gmail.com)

**Employment Objective:** A museum staff position eventually leading to a curatorship.

### Education

B.A. History Minor: Biology GPA: 3.85/4.00  
Earlham College, Richmond, Indiana, 2012

**Relevant coursework:** Museum Curatorship - researching, cataloging, and mounting exhibits  
State University of New York, New Paltz Summer 2011.

### Experience

**Museum volunteer, Joseph Moore Museum, Earlham College** 2010- 2011

- Assisted director of small natural history museum.
- Developed traveling museum program for four local elementary schools.
- Identified and catalogued specimens, maintained exhibits.

**Summer intern, Tippecanoe County Historical Museum, Lafayette, Indiana** 2009

- Wrote grant proposal resulting in \$10,000 award for archeological dig at 18th-century French and Indian trading settlement.
- Corresponded and coordinated with with state and federal agencies, university faculty, museum staff to develop grant proposal.

**Laboratory assistant, Earlham College** Spring 2008

- Supervised freshman biology lab
- Prepared lab materials and specimens
- Interacted with students, answered questions, and graded lab reports.
- Awarded Outstanding Teaching Assistant in the Natural Sciences.

### Honors and Activities

- Earlham Alumni Scholarship 2012-2013
- Outstanding Teaching Assistant 2008
- Earlham College tennis team, 2009-2011

## Functional Resume

Maggie Hannan  
2421-19 Hunter Avenue  
Bronx, New York, 10475  
(718) 379-6952  
[meran@shiva.hunter.cuny.edu](mailto:meran@shiva.hunter.cuny.edu)

**OBJECTIVE**           Entry-level publishing position

### EDUCATION

B.A. Hunter College Cum Laude, 2001  
Major: English--concentration in writing  
Minor: Film and Media Studies

**HONORS**               Dean's List 1999-2001

**SKILLS**               Bilingual (French), research, writing, Microsoft Office Suite

### EXPERIENCE

#### Writing:

- Contributed to press releases for Chrysalis Records.
- Facilitated writing seminars on film and music journalism.

#### Publicity:

- Coordinated with art director and talent agent for publicity campaigns.
- Compiled press kits for press events.
- Distributed press materials for actors and musicians to various record and talent agencies.

#### Research:

- Conducted semiotic analysis of women audiences as part of an independent project on the effects of the "male gaze" in media.
- Performed impact analysis of digital media advertising on sports news websites on the body image of young adult males.

### WORK EXPERIENCE

Telemarketing Representative, 1999-2002  
Edward Blank Associates, New York

Publicity Intern, Summer 1998  
Chrysalis Records, New York

Office Clerk, 1995 – 1997  
Queens College Financial Aid Office, Queens, NY