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**MARK B. JONES**

**Current:**  
7789 N. Main  
Wichita, KS 67904

(315) 942-9090  
markbjones@yahoo.com

**Permanent:**  
1313 Montana Blvd.  
Mpls., MN 55421

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**EDUCATION:**

**B.S. Aerospace Engineering**

Wichita State University, Wichita, KS

May 20XX  
GPA 3.4/4.0

**RELEVANT COURSE WORK:**

Intro. to Astronautics  
Aerodynamic Theory  
Mechanics of Materials

Engineering Digital Computation  
Airfoils, Wings, and Controls  
Aerodynamics II

Fluid Dynamics  
Hydro/Aero Lab  
CATLA I

**SENIOR PROJECT:**

Airfoils Methods Systems Project, Boeing Airplane Company

Fall 20XX

- Conducted research on closed-end airfoils
- Developed a preliminary design for a hydrogen-driven airfoil
- Contacted vendors for performance characteristics and prices for airfoils
- Designed and constructed a model closed-end airfoil
- Wrote report on findings and presented to company representatives

**WORK HISTORY:**

**Sales Associate**

Month 20XX – Present

Target West, Wichita, KS

- Help customers with purchases
- Handle customer questions and complaints to ensure complete customer satisfaction
- Run cash register and monitor security system

**Grounds Keeper**

Riverside Golf Course, Wichita, KS

Month 20XX – Month 20XX

- Scheduled maintenance repairs with tenants as needed
- Worked with grounds crew to keep property neat and in good repair

**COMPUTER SKILLS:**

Mathcas, AutoCad, Windows 95, Quattro Pro, WordPerfect

**HONORS & ACTIVITIES:**

Dean's List

Four Semesters

Vice-President, Engineering Council

Semester 20XX – Semester 20XX

Volunteer, Literacy Program

Semester 20XX

# Sarah B. Smith

1234 N. West Street, San Angelo, TX 76904 (325) 942-0099  
sbsmith@angelo.edu

## SUMMARY:

- Experience with several non-profit organizations
- Great customer service skills
- Proficient in several computer programs
- Involved in numerous organizations

## EDUCATION:

**B.A. Communication**, May 20XX  
Angelo State University, San Angelo, TX, GPA 3.7/4.0

## RELEVANT COURSES:

Magazine Production	Opinion Writing	Persuasion
Communication Research	Editing for Print	Beat Reporting

## RELEVANT EXPERIENCE:

Elderly Care of San Angelo, San Angelo, TX, Fall 20XX

### ***Communication Specialist Co-op Position***

- Helped develop marketing pieces, including brochures and handouts
- Wrote and edited employee newsletter
- Researched a planned giving project and developed materials
- Published two articles in the National "Elderly Care" Newsletter

Columbia Hospital, San Angelo, TX, Summer 20XX

### ***Communication Aide Co-op Position***

- Helped develop monthly in-house employee newsletter
- Wrote articles and helped edit newsletter
- Edited communication materials for staff of five
- Assisted in the writing of a new employee handbook and community resource book for the social work department

## ADDITIONAL EXPERIENCE:

Greenleaf Apartment, San Angelo, TX, May 20XX – June 20XX

### ***Assistant Manager***

- Supervised and scheduled maintenance crew
- Assisted tenants with questions and concerns
- Handled customer complaints in a timely manner

### ***Maintenance Worker***

- Worked as a member of a crew in keeping property neat and orderly

## COMPUTER SKILLS:

Microsoft Word, Harvard Graphics, PowerPoint, PageMaker,  
QuattroPro, dBase Manager

## ACTIVITIES:

Vice-President, Communication Club, Semester 20XX – Semester 20XX

Treasurer, Society of Women in Communication, Semester 20XX – Semester 20XX

# **Jane E. Jones**

12099 N. Westlawn \* Wichita, KS 12345 \* (315) 658-8889  
jjones@twsu.edu

## EDUCATION

**Master of Science: Physician Assistant, May 20XX**  
Wichita State University, Wichita, KS

**Bachelor of Science: Medical Technologist, December 20XX**  
Wichita State University, Wichita, KS

## PHYSICIAN ASSISTANT STUDENT EXPERIENCE, Fall 20XX-Spring 20XX

**St. John's Medical Center, Wichita, KS**  
Drug and Alcohol Treatment Unit.

\*Performed history and physicals, counseling and education for adolescents and adults

**Shamrock Clinic, Wichita, KS**  
OB/GYN.

\* Performed history and physicals, fetal monitoring, deliveries, suturing, C-section assists, routine GYN procedures and ER work

**Shannon Hospital, Wichita, KS**  
Surgery.

\* First Assist, history and physicals, admits, progress notes, discharge summaries, patient management

**Wichita VA Medical Center, Wichita, KS**  
Internal Medicine.

\*Patient management, admission orders, history and physicals, progress notes

**Community Hospital, Wichita, KS**  
Family Practice/Primary Care/ER.

\*History and physicals, suturing, admits, minor emergencies and routine GYN

## PROFESSIONAL EXPERIENCE

TGF Laboratory, Wichita, KS Month 20XX-Month 20XX  
Supervisor/Medical Technologist

Norton Medical Center, Lawton, Oklahoma, Month 20XX-Month 20XX  
Medical Technologist

## PROFESSIONAL AFFILIATIONS

American Society of Clinical Pathologists  
American Academy of Physician Assistants

## CERTIFICATIONS/SCHOLARSHIPS/AWARDS

NCCPA Board examination to be taken October 20XX  
Regents Scholarship  
Vice President: PA Class of 20XX

# Kyle Gomez

1313 W Ave. J San Angelo, TX 76901

(325) 949-1818

kgomez18@angelo.edu

## SUMMARY:

- Results-oriented professional with excellent communication and interpersonal skills
- Accurately perform challenging tasks with precision and attention to detail
- Excel at organizing and setting up new procedures, troubleshooting, and taking adverse situations and making them positive

## EDUCATION:

Angelo State University, San Angelo, TX

August 20XX

Bachelor of Business Administration in Human Resource Management

GPA 3.2/4.0

## RELEVANT COURSE WORK:

Fundamentals of Human Resource Development

Labor Relations

Management and Organizational Behavior

Compensation

Human Resource Selection

Training & Development

## WORK HISTORY:

Sonic Drive-In, San Angelo, TX

Month 20XX-Present

*Cook*

- Train new employees on food preparation techniques
- Help with scheduling employees
- Work in a fast-paced environment preparing food

YMCA, San Angelo, TX

Summers 20XX-20XX

*Lifeguard*

- Worked closely with other staff members to assure swimmer safety
- Helped teach a swim-aerobic exercise class
- Tested the water hourly to assure proper chemical balances
- Opened and closed the pool

## COMPUTER SKILLS:

Windows 7

Excel

PowerPoint

Microsoft Word

## ACTIVITIES & HONORS:

Member, Chi Phi Fraternity

Semester 20XX-Present

Student Ambassador, Angelo State University

Semester 20XX-Semester 20XX

Dean's List, Angelo State University

Spring and Fall 20XX

## VOLUNTEER EXPERIENCE:

Habitat for Humanity

Spring 20XX

Pre-Calculus Tutor

Fall 20XX

~REFERENCES AVAILABLE ON REQUEST~

# LEE WILLIAMS

9876 West 10<sup>th</sup>  
San Angelo, TX 76909  
(325) 123-4567

## SUMMARY

- Excellent interpersonal skills
- Strong commitment to customer service
- Experienced in troubleshooting, malfunction identification, and problem solving
- Routinely completed assignments and projects quickly and efficiently
- Highly effective in organizing work flow, ideas, and materials

## EDUCATION

BBA, Management Information Systems  
Angelo State University, San Angelo, TX, August 20XX  
GPA 3.1/4.0

## INTERNSHIP

### *Summer Intern*

TransData Corporation, Sandusky, OH, Summer 20XX

- Worked as member of cross-functional team to analyze current employee tracking database
- Created expanded report which synthesized information from finance and purchasing areas
- Presented findings to division chairs

## COMPUTER SKILLS

Operating systems: UNIX, Windows 95, Windows NT, LINUX  
Programming languages: Visual C/C++, Visual Basic, Visual JAVA++  
Applications: WordPerfect, Word, Access, Excel, QuarkExpress, Illustrator

## WORK EXPERIENCE

### *Floor Manager, Server*

Logan's, San Angelo, TX, December 20XX to Present

- Assist in the development and implementation of new staff training program
- Supervise entire serving staff of 18
- Instruct trainees on proper serving techniques
- Effectively handle various customer complaints

## ACTIVITIES

- Student Ambassador Society, Vice President
- Caldwell Elementary, volunteer reader
- Mennonite Housing, volunteer
- Omicron Delta Kappa
- Organized team for Big Brothers/Big Sisters Bowl-A-Thon

## REFERENCES

Available upon request

# John Smith

1616 W. Ave J  
San Angelo TX 76901  
[John.smith@gmail.com](mailto:John.smith@gmail.com)  
325-790-6897

## Education

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- Angelo State University** – (Dec. 20XX) San Angelo, TX  
*Masters in Business Administration*
- Angelo State University** – (Dec. 20XX) San Angelo, TX  
*Bachelor of Science, Kinesiology* GPA 3.18  
*-Minor in Communications* GPA 3.0  
*Dean's List- 20XX Spring semester, 20XX Fall semester*

## Professional Experience

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- Angelo State University Career Development** – (Sept. 20XX-Present) San Angelo, TX  
*Graduate Assistant*
- Assist students with job searches, career information, and resume critiques.
  - Help coordinate events and activities, as well as day to day operations within the office.
- Lowe's Home Improvement** – (May 20XX) San Angelo, TX  
*Loader*
- Assisted with loading customer's vehicles with their purchases while providing customer service.
  - Responsible for maintaining the store front and displays.
- Scott Drew Basketball Camps** – (Month 20XX-Month 20XX) Waco, TX  
*Basketball Coach*
- Coached Elementary to High school age kids in developing sound fundamentals for basketball. Helped teach kids how to play as a team through 5 on 5 basketball games.
  - Officiated basketball games between the teams of the basketball camps.

## Involvements

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- Athletes In Action** – (Summer 20XX) Bulgaria/Czech Republic
- Played professional basketball against the top level Bulgarian and Czech teams.
- Athletes In Action** – (Summer 20XX) Israel/Palestine
- Played professional basketball against Israeli and Palestinian teams as well as providing basketball camps for Palestinian children.
- Angelo State University** – (Semester 20XX-Semester 20XX) San Angelo, TX  
*Member of Men's Basketball Team*
- Started ten games as a junior and twenty-five games as a senior.
  - Voted Team Captain as a senior by coaches and teammates.
  - Honorable Mention All-Conference in the Lone Star Conference senior year.
  - Holland's Award winner.  
-Given to the athlete who represents leadership, team work, athleticism, and work ethic.
- Baylor University** – (Semester 20XX-Semester 20XX) Waco, TX  
*Member of Men's Basketball Team*
- Played for two years before transferring to Angelo State University.
  - A key member in helping rebuild the basketball program.
- NCAA Leadership Conference** – (Summer 20XX) Orlando, FL
- Selected by Angelo State athletic department.
  - Met with other student athletes from across the nation who were nominated by the NCAA.

# DANIEL JOHNSON

1234 Eastwood Drive, Apt. #654  
San Angelo, TX 76909

325-942-1212  
tankl789@gpl.net

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## SUMMARY

- Certified in secondary education with student teaching experience
  - Experience volunteering in public schools
  - Competent in computer programs
  - Recipient of several recognitions
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## EDUCATION

Angelo State University, San Angelo, TX – December 20XX.

Overall GPA 3.12 on 4.0 scale

**BA in History**, Minor in Government, plus 27 hours of English

**Certification - Secondary Education 9-12**

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## RELEVANT EXPERIENCE

Student Teaching, Central High School, San Angelo ISD – Fall 20XX

- Taught two classes of Honors World History and two classes of grade level Sophomore English.
- Assisted teachers with A/P European History and Gifted/Talented English class.
- Challenged and motivated students.
- Attended various conferences, meetings and reading workshops.

Volunteer in Public Schools (VIPS), John Glenn Junior High, San Angelo – Spring 20XX

- Helped students with class work, group projects, and served as tutor.
  - Assisted with instruction of students as needed.
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## COMPETENCIES

Knowledge of both Macintosh and PC programs and operating systems

Proven problem-solving and leadership skills; excellent with people; well organized; self-motivated and reliable

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## RECOGNITION

Angelo State University

- Phi Kappa Alpha–Historical Honor Society
  - Chosen as delegate to meet Prime Minister Margaret Thatcher
  - Eagle Scout
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## EMPLOYMENT

Hastings Books, Music, and Video, Inc., San Angelo, TX, September 20XX – August 20XX

- Forty hours per week in management and community relations.
- Worked register, trained new employees.
- Set up Community Relations position at store.

# August Jagger

10 Front Street, San Angelo, TX 76901 (325) 123-0000



**Certification** Early Childhood Education ECH - 6 Certification - Pending

**Education** Angelo State University at San Angelo, TX  
**Bachelor of Science, Interdisciplinary Studies, May 20XX**  
– Dean’s List – 5 Semesters

**Teaching** **STUDENT TEACHER, FIRST GRADE**

**Experience** Travis Elementary School, San Angelo, TX

- 1/XX - 5/XX
- Demonstrated excellent classroom management skills and a passion for teaching.
  - Employed an integrated approach towards teaching by incorporating multiple teaching methods that included: cooperative learning, story mapping, compare and contrast, math manipulatives, sequencing, charting, prediction, discussion, music, and arts and crafts.
  - Conceptualized an integrated unit on Earth Day that provided students with an understanding and appreciation for their global environment through hands-on experiments and project-oriented exercises in all subject areas.
  - Taught time and money concepts, and created a math learning center to develop students’ higher-level thinking skills at an appropriate pace.
  - Utilized computers and visual aids as educational tools to further students’ understanding of course material, and to develop/reinforce computer and keyboarding skills.

**STUDENT TEACHER, FOURTH GRADE**

Bowie Elementary School, San Angelo, TX

- 9/XX - 2/XX
- Assisted in preparing students for upcoming English Language Arts test.
  - Developed and implemented lessons in all subject areas, and accessed students’ prior knowledge through a combination of KWL charts and semantic mapping.
  - Directed reading groups with full responsibility for the selection of all material.
  - Successfully used enrichment activities and behavior modification techniques as a motivator for completing homework and projects, and for improving overall class conduct.
  - Attended various conferences, meetings, and reading workshops.

**Employment** Customer Service Representative, SITEL, San Angelo, TX 20XX – Present

- Special Interest**
- Avid collector of children’s books for personal and professional use.
  - Enjoy sharing books with students and bringing in “Student Selections of the Week.”



## Reference Page Guidelines

### **Your Name (use the same heading from your resume)**

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Address ♦ City, State, Zip ♦ Phone Number

**The reference's name**

Their title

Place where they work

Address

City, State Zip Code

If only available at this number during certain times: (325) 223-1234

If only available at this number during other times: (325) 450-1234

Their email address

**The reference's name**

Their title

Place where they work

Address

City, State Zip Code

Phone number

Their email address

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Their title

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Phone number

Their email address

**The reference's name**

Their title

Place where they work

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City, State Zip Code

Phone number

Their email address

## Reference Page Sample

# Jamie Dunn

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1000 University Avenue ♦ San Angelo, TX 76909 ♦ (325) 978-5309

### **Mary Jones**

Principal

Northwest High School

123 North Main

San Angelo, TX 76909

August 1 through May 31: (325) 223-1234

June 1 through July 31: (325) 450-1234

mary.jones@nwhigh.com

### **Roger Smith**

Superintendent of Schools

USD #259

123 North Francis

San Angelo, TX 76909

(325) 689-8732

roger.smith@nwhigh.com

### **Virginia Wolfe**

Cooperating Teacher

Adams Elementary School

897 Oliver

San Angelo, TX 76909

(325) 833-2640

### **Susan Pratt**

Field Experience Coordinator

Lincoln Elementary School

602 Lincoln Street

San Angelo, TX 76909

(325) 686-1234

susan.pratt@yahoo.net