

# SAMPLE RÉSUMÉ

## **Ima Student**

123 Career Center Court  
Jacksonville, Florida 32246  
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- OBJECTIVE:** Human resources generalist position in a marketing firm
- EDUCATION:** **Florida Community College at Jacksonville**  
Jacksonville, Florida  
**Associate in Science, Marketing Management**, May 20xx  
GPA: 3.6      Dean's List – 4 semesters
- Awarded academic scholarship, August 1999
- Work Experience**
- 02/01 – present
- Career Development Center Resource Lab Assistant**  
**Florida Community College at Jacksonville**  
Jacksonville, Florida
- Maintain job announcement system
  - Assist visitors in use of career center resources
  - Publicize career center events
  - Create brochures and flyers
- 8/99 – 01/00
- Human Resources Intern**  
**Acme Staffing**  
Jacksonville, Florida
- Received and filed résumés
  - Scheduled appointments for interviews
  - Administered tests to prospective employees
- 1/97 – 8/99
- Administrative Assistant**  
**Career Developers Group – Atlanta, Georgia**
- Modernized filing system
  - Coordinated activities for deadline driven office
  - Handled appointment schedule for office coordinator
  - Simplified office intake procedure
  - Wrote articles for and designed office newsletter
- Affiliations:** Society of Human Resources Managers- Student member  
Phi Theta Kappa Honor Society  
Student Government Association, Senator
- Skills:** Proficient in Microsoft Word, Excel and Access  
Fluent in Spanish
- 11/01/SJ

