

BUSINESS STYLE FOR NON-BUSINESS MAJORS - Revised July 2015

The format of this résumé can be used for any major/field

BARRY K. HAMM

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OBJECTIVE

To obtain a Marketing Cooperative Education position demonstrating strong communication and organizational skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Arts, English, May 20XX

Minors: Communication, Business Fundamentals

GPA: #.##/4.00; Dean's List, Fall 20XX-Spring 20XX, Honors Program

RELATED COURSEWORK

Cross Cultural Communication

Managerial and Interpersonal Behavior

Public Speaking

Public Relations Writing

Communication Processes in Advertising

Books and Publishing

SKILLS

Computer: Microsoft Word, Excel, PowerPoint; Adobe Illustrator, Photoshop

Language: Proficient in Spanish; Basic knowledge of French

INTERNSHIP EXPERIENCE

The Bushnell Performing Arts Center, Hartford, CT

Marketing Intern, May 20XX-August 20XX

- Wrote press releases for upcoming Bushnell events utilizing strong written communication and research skills
- Planned the "Rent" cast party fundraiser by collaborating with a variety of departments and staff members; raised \$50,000 for the Connecticut Aids Project
- Maintained and updated contact information for local and national media to ensure fast and effective dissemination of communication and marketing materials

RELATED EXPERIENCE

Omicron Delta Kappa (National Leadership Honor Society), University of Connecticut, Storrs, CT

Public Relations Coordinator, January 20XX-Present

- Promote membership selection process, philanthropic opportunities, and educational events to students
- Coordinate and update the organization's Facebook and Twitter social media sites to keep public informed of upcoming events and announcements

American Marketing Association, University of Connecticut, Storrs, CT

Member, January 20XX-Present

- Participate in job shadowing site visits to firms and corporations, and attend professional speaker panels to learn more about the marketing profession

ACTIVITIES

Multicultural Business Society, University of Connecticut, Storrs, CT, September 20XX-Present

Student Alumni Association, University of Connecticut, Storrs, CT, September 20XX-April 20XX

VOLUNTEER EXPERIENCE

Special Olympics, Glastonbury, CT

Volunteer Assistant Coach, August 20XX-May 20XX

- Coached a team of 12 girls, ages 8 to 10, to learn basketball techniques and rules while promoting teamwork

ADDITIONAL EXPERIENCE

Max Fish, *Server*, Glastonbury, CT, January 20XX-Present

Dick's Sporting Goods, *Sales Associate/Cashier*, Philadelphia, PA, May 20XX-January 20XX (seasonal)

(OVER FOR ANOTHER SAMPLE RÉSUMÉ)

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Janice Latkin

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Janice.Latkin@uconn.edu

Objective

To obtain a financial analyst position at Webster Bank emphasizing strong computational and analytical skills

Education

University of Connecticut, Storrs, CT

Bachelor of Arts, Economics, May 20XX

Major GPA: ###/4.00

Bachelor of Science, Statistics, May 20XX

Major GPA: ###/4.00

Related Courses

Money and Financial Markets, Labor Economics, Information Technology for Economics, Statistical Computing, Money and Banking, Statistical Methods

Skills

Computer: Microsoft Access, Excel, PowerPoint, Word

Software: SAS, SPSS, SQL, MatLab

Related Experience

Citibank, New York, NY

Investment Banking Intern, May 20XX-August 20XX

- Researched and prepared offering documents for senior management for use with clientele, resulting in greater efficiency in the office allowing for management to meet with more clients on a daily basis
- Generated financial models utilizing SPSS Comprehensive Statistical Software which helped to inform clients and increased investment sales
- Analyzed and organized cliental financial statements and entered data into Excel so management could easily retrieve and disseminate client information to keep all clientele informed of personal investments

University Calling Center, University of Connecticut, Storrs, CT

Phonathon Caller, September 20XX-Present

- Persuade alumni of the University to make financial contributions in order to support the growth of UConn
- Demonstrate acute speaking and listening skills while interacting with callers in order to achieve donation goals
- Earned top fundraiser status within first three months on the job

Activities

Outing Club, University of Connecticut, Storrs, CT

Treasurer, January 20XX-Present

- Collect dues and manage budget to repair and restore gear, fund events, and purchase promotional material

Economics Society, University of Connecticut, Storrs, CT

Member, September 20XX-Present

Certificate of Professional Development Workshop Series, University of Connecticut, Storrs, CT

Recipient, May 20XX

- Participated in five professional development seminars and conducted a practice interview hosted by the Center for Career Development over the course of the academic year in order to gain applicable business-related skills in professional communication, networking, and interviewing

American Red Cross, University of Connecticut, Storrs, CT

Blood Drive Volunteer, October 20XX-Present

- Acquire and record medical information from blood donors using American Red Cross criteria
- Organize and prepare supplies for medical team to facilitate safe blood transfusions

(OVER FOR ANOTHER SAMPLE RÉSUMÉ)