

STUDENT STUDENT

student@msu.edu

Present Address:
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Permanent Address:
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Objective To obtain a full-time position as an account coordinator where I can utilize my skills in leading, communicating and interacting with others, which will foster growth within the industry.

[HmMMM. You're getting there, but this reads a bit weird. For instance, it could be read as "To obtain a full-time position as an account coordinator where I can utilize my skills in leading others." And that's not really the best way to articulate your leadership skills. ☺]

Also, I'm not sure what you mean by "which will foster growth within the industry." What does "which" refer to? Your skills? If so, that doesn't quite mesh. Also, "the industry" also feels a bit loose. Do you really want to foster growth in the ENTIRE industry? Do you think you can do so? Or do you want to foster growth within the particular company that hires you?]

Education **Bachelor of Arts, Advertising** May 2004
Michigan State University, East Lansing, MI
GPA – 3.43 (4.00)

Experience	Cedar Village Leasing Office	Leasing Agent	Oct. 2002-present
	Reno's East	Server/Bartender	Sept. 2003-Dec. 2003
	All-American Fireworks	Sales Associate	May 2002-Aug. 2002
	Dunbar Mechanical, Inc.	Administrative Assistant	May 2001-Aug. 2001

Competencies **Communication**

- Interacted verbally and in writing with chefs, bartenders and customers to develop and sustain rapport (Reno's East)
- Coordinated communication between customers, service technicians, and parts suppliers to enable job sites to run properly (Dunbar Mechanical, Inc.)

Initiative

- Implemented push strategies to maintain market share among intense competition (All-American Fireworks)
- Designed filing system for all service accounts in Michigan and Ohio (Dunbar Mechanical, Inc.)

Teamwork

- Collaborated with other leasing agents to ease the transition of new residents, primarily those who previously lived on campus, into off campus housing (Cedar Village Leasing Office)
- Aided in moving and restructuring entire office to new location (Dunbar Mechanical, Inc.)

Leadership

- Assisted in training ten new employees about customer service and personal selling techniques (Cedar Village Leasing Office) [I think this could be a bit stronger. How about: "Assisted in the training of new employees; led sessions on customer service and sales techniques"]
- Trained two new employees in data input and filing procedures (Dunbar Mechanical, Inc.)
- Promoted from server to bartender within two months with added level of responsibility, including teaching servers about proper serving techniques and bar etiquette (Reno's East)

Technical

- Knowledgeable: in application of Microsoft Office Systems, [Adobe] Photoshop, [Microsoft] Internet Explorer, and electronic mail systems (Cedar Village Leasing Office, Dunbar Mechanical, Inc.)

Membership Michigan State University Advertising Association Sept. 2003-present