

SAMPLE SKILLS- BASED RESUME

REGINA REDBIRD

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Keep statement concise.

OBJECTIVE

To obtain a sales position with a pharmaceutical company that will benefit from my sales-related experience and interpersonal skills.

Indicate type of GPA: cumulative or major.

Arial Narrow font is used throughout.

EDUCATION

Illinois State University (ISU)
Bachelor of Arts Degree

Normal, IL
May 20XX

Major: Public Relations

Minor: Spanish

Cumulative GPA 3.0/4.0

Highlight skill sets with categories that are related to the position or field.

- Contributed 80% of college tuition and expenses

SALES SKILLS

- Contributed to increasing the average dollar sale at a retail organization through product knowledge, demonstration, and point-of-sale recommendations.
- Participated in a group project to prepare promotional materials and advertising for the purpose of recruiting new members into the college's Student Alumni Association.

COMMUNICATION SKILLS

- Created and edited press releases for a Pittsburgh-based hospital; composed feature, sports, and editorial pieces for the ISU student newspaper; worked with Student Orientation Staff.
- Conducted weekly meetings and presentations with sorority representatives and Greek Life Coordinator in preparation for Panhellenic Rush, which involved several hundred students.

ORGANIZATIONAL AND MANAGERIAL SKILLS

- Handled purchases and returns, and prepared in-store marketing for a national retail corporation, trained new employers, performed business transactions, and provided effective customer relations at a restaurant and assisted customers.
- Worked directly with Greek Life Coordinator for one year to coordinate and facilitate sorority rush.
- Effectively acclimated a community of 20 freshmen women to college life through regular interpersonal and group contact, educational and social programming, and enforcement of college policy.

WORK HISTORY

Allegheny University Hospitals
Communications Intern

Pittsburgh, PA

Summer 20XX

Bath & Body Works
Sales Associate

Bloomington, IL

September 20XX – May 20XX

Illinois State University,
Resident Assistant

Normal, IL

Fall 20XX-Spring 20XX

Lou's Restaurant
Manager

Reese, IL

September 20XX-April 20XX

Align dates on right for consistency.

LEADERSHIP/SERVICE

- National social sorority, Illinois State University (ISU) Spring 20XX-present
 - Chair, Public Relations
 - Executive Board, Panhellenic Council
 - Junior Delegate, Panhellenic Council
- Passages - Student Orientation Staff (ISU) Fall 20XX-present