

OTHER TYPES OF RESUME FORMATS

Sample Limited Experience Resume

Brandy A. Cache

Current Address

100 University Rd.
Newark, DE 19711
(302) 437-2000
student@udel.edu

Permanent Address

52 Bright Rd.
Wilmington, DE 19809
(302) 762-1000

Skills Summary

- Personable; work effectively with wide range of personalities
- Highly motivated and dependable in achieving set goals
- Consistently take the initiative to solve problems
- Extremely well organized; follow through to the last detail

Education

Bachelor of Arts, University of Delaware, Newark, DE Winter 2004
Major: Political Science
Minor: Communications
Major GPA: 3.1/4.0, Overall GPA: 2.8/4.0

Related course work: Public Administration, Management and Organizational Behaviors, Data Analysis, Economics, Oral and Written Communications in Business, and Marketing.

Skills

Microsoft Office 2000 (Excel, Word, PowerPoint, Publisher).
Excellent writing and research skills.

Experience

Parkway Restaurant, Bethany Beach, DE June 2001 – Feb 2003
Food server.

- Fine dining service improved my professionalism with customers and organizational skills.
- Gained experience with a wide variety of people and situations.

Dupont Country Club, Wilmington, DE April 1997 – Sep 1999
Banquet server.

- Responsible for banquet operations, party planning and coordinating, and managing quality control.
- Trained and motivated new and temporary employees.

Additional positions include: Food server (Newark Manor Senior Living Center, June 1996 – April 2000), Teaching Assistant & Soccer Coach (Wilmington Day School, Sep 1999 – June 2001).

References Available Upon Request

Sample Related/ Other Experience Resume

Jennifer A. Student
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(302) 555-0101
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EDUCATION

Bachelor of Arts, Criminal Justice University of Delaware-Newark, DE (May 2003)
Major: Criminal Justice/Concentration in Criminal Law & Procedure
GPA: Overall- 3.1/4.0
Major- 3.6/4.0

Relevant Courses:

Criminal Law, Juvenile Justice System, Business Information Systems, Criminal Procedure,
Criminal Justice Policy & Administration

Skills:

Lotus 1-2-3, WordPerfect, DE Justice Information System (Criminal Computer System)

RELATED EXPERIENCE

Volunteer, State of DE Dept. of Justice, Victim/Witness Services Unit, Wilmington, DE
(February-June 2003) Worked with victims of all types of crimes, personal and property, from throughout the state of Delaware. Explained criminal procedure and court processes; performed crisis intervention. Specialized training in domestic violence. Attended Victims Rights Task Force meetings. Conducted regional survey of victimization in misdemeanor cases. Use of Delaware criminal justice system Computer program (DELJIS).

Intern, New Castle County Court of Common Pleas, Wilmington, DE
(Fall 2001- Present) Observed and assisted Clerk of the Court in analyzing efficiency of court scheduling. Trained in court procedures and scheduling processes.

OTHER EXPERIENCE

Server, The Ground Round, Newark, DE
(Fall 2001- Present) Demonstrated the ability to work well under pressure in a high volume environment. Involved computer use for billing processes.

Sales Associate, Victoria's Secret, Christiana, DE
(November 2000- September 2001) Assisted in layout of store merchandise, stocking, and inventory control. Trained new staff members in developing selling skills through excellent customer relations. Two-time winner of employee sales contests.

HONORS AND ACTIVITIES

Dean's List: 2000, 2002
Alpha Kappa Delta: Member, National Sociology Honor Society