Sample Resumes

Michael L. Kimbrell

101 Rays Lane, Tampa Bay, FL 33607 813-555-0108, email@email.com

Objective

To obtain a position as chief nurse of a health care provider

Work History

Registered Nurse
St. Elmo's Hospital, Tampa Bay, FL, 2019–present
Student Nurse
Sunshine Retirement Home, Tallahassee, FL, 2017–2019
High School Volunteer
Senior Center, Mobile, AL, 2013–2015

Highlights of Qualifications & Skills

Provided quality health care to a diverse population
Remained calm and professional throughout critical incidents
Administered medications and enforced medication regulations
Assisted nursing manager in supervision of staff
Managed confidential patient files and processed insurance claims
Educated patients and families about home care options
Performed blood pressure tests for community health outreach programs

Education

Florida State University, College of Nursing Bachelor of Science in Nursing (BSN), 2019

Licenses & Recognition

Sacred Heart Nursing Award for Excellence, 2022 Florida Licensed Registered Nurse (RN), 2019 CPR and First Aid Certified, American Red Cross, 2017

Professional Affiliations

Member of American Nurses Association Member of Florida Nursing Alliance

References available upon request.

Reina J. Moreno

123 Thompson Street Temecula, CA 92593 951-555-0195

GOAL

To work as a master electrician for a C-10 contractor

SKILLS &

Able to diagnose and repair defects in wiring, switches,

QUALIFICATIONS and motors.

Can program and troubleshoot Gould Modicon

PLC controllers.

Experienced in installing and maintaining generators

and transformers.

Able to safely use necessary hand and power tools. Can prioritize and delegate assignments to employees.

Possess strong desire to study and comprehend

new technology.

EXPERIENCE

Chargers Electrical Corp., Temecula, CA

Electrician, 2020-present

Trained and directed over 30 workers to install, maintain,

and repair electrical wiring, equipment, and fixtures.

Performed business-management duties such as maintaining records and files, preparing reports, and ordering supplies and equipment. Maintained tools, materials, and equipment.

Kept parts and supplies in order.

General Dynamics, San Diego, CA

Journeyman Inside Wireman, 2017–2020

Began as apprentice electrician: assembled, installed, tested, and maintained various electrical equipment. Promoted to foreman: supervised installation of building

wiring, fire alarm systems, and security systems.

EDUCATION & CERTIFICATION Institute for Business and Technology

Santa Clara, CA, Electronic Technician Diploma, 2017

California Certified State Electrician, 2017

William Whitaker High School San Jose, CA, Diploma, 2015

AFFILIATIONS & RECOGNITION

Chargers Electrical Corp. Electrician of the Month,

July 2023

National Electrical Contractors Association, 2017-present

WHS Electronics Club, 2012-2015

References available upon request.

Lancer T. Scholart

212 Metropolitan Way New York, NY 10024 (212) 555-0121 email@email.com

Objective: To lead a graphic design team as a commercial artist manager

WORK EXPERIENCE

Jet Set Graphics, New York, NY

2021—present Commercial Artist

Designed product packaging for illustrated books, posters, and games. Oversaw hundreds of projects from production phase through last-minute revision requests from clients. Responsible for a \$450,000 department and printing budget.

National Investors Weekly, Chicago, IL

2019-2021 Graphic Artist

Responsible for design and layout of print and Web version of fourth-largest nationwide weekly investment magazine. Supervised team of seven internal designers and freelancers.

Windy City News, Evanston, IL

2017-2019 Graphic Design Intern

Designed graphics for news broadcasts and assisted graphic artists with layout of important public interest stories. Organized thousands of electronic document and photo files.

INTERESTS & AWARDS

Member of the Graphic Artists Guild, 2021—present
Third Place, Graphic Design Contest, McLachlan High School, 2015
Frequent exhibitor at national digital art shows
Cofounder of FullyFreeGraphics.com

COMPUTER SKILLS

QuarkXpress, Adobe Illustrator, Adobe Photoshop, HTML, Dreamweaver

EDUCATION

Columbia College, Chicago, IL *M.F.A., Design, 2021*

Northwestern University, Evanston, IL *B.A., Graphic Design, 2019*

References available upon request.

Jordan A. Boylan

555 Comets Circle, Missouri City, TX 77459 281-555-0111 (home) • 832-555-0155 (cell) • email@email.com

GOAL To acquire employment as a bank teller with insurance sales responsibilities

EDUCATION

- University of Houston, Sugar Land, TX, 2021 to present Anticipated in May 2025, Finance, B.B.A.
- Taylor High School, Missouri City, TX, 2015
 GPA 3.5, National Honor Society, Courses in Accounting and Business

SKILLS & ABILITIES

- Highly organized, detail oriented, multitasker
- Familiar with retirement accounts including IRAs, Keoghs, and 401(k)s
- Proficient in accounting software including Lotus 1-2-3, Lacerte, and Class
- Fluent in English, Spanish, and Chinese

WORK EXPERIENCE

Bank Teller, Hancock Bank, Katy, TX, 2015 to present

- Accepted and processed customer deposits and loan payments
- Maintained cash drawer daily and secured the financial institution nightly
- Trained new hires and supervised delegation of banking tasks
- Processed monetary transactions using 10 key

Cashier, Super Grocery, Missouri City, TX, 2012-2015

- Entered charges for all items, processed coupons, and reshelved unwanted items
- Reconciled receipts and cash drawer daily

CERTIFICATIONS & AWARDS

- Employee of the Year, Southwest Region, 2022
- Completed multiple courses at the Institute of Financial Education

PROFESSIONAL & COMMUNITY AFFILIATIONS

- Member of the American Bankers Association Marketing Network
- Volunteer for Salvation Army and Big Brothers Big Sisters Program

References available upon request.

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