

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 & QUALIFICATIONS	<p>Able to diagnose and repair defects in wiring, switches, and motors.</p> <p>Can program and troubleshoot Gould Modicon PLC controllers.</p> <p>Experienced in installing and maintaining generators and transformers.</p> <p>Able to safely use necessary hand and power tools.</p> <p>Can prioritize and delegate assignments to employees.</p> <p>Possess strong desire to study and comprehend new technology.</p>
EXPERIENCE	<p>Chargers Electrical Corp., Temecula, CA <i>Electrician, 2020–present</i> 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.</p> <p>General Dynamics, San Diego, CA <i>Journeyman Inside Wireman, 2017–2020</i> 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.</p>
EDUCATION & CERTIFICATION	<p>Institute for Business and Technology Santa Clara, CA, Electronic Technician Diploma, 2017 California Certified State Electrician, 2017</p> <p>William Whitaker High School San Jose, CA, Diploma, 2015</p>
AFFILIATIONS & RECOGNITION	<p>Chargers Electrical Corp. Electrician of the Month, July 2023</p> <p>National Electrical Contractors Association, 2017–present</p> <p>WHS Electronics Club, 2012–2015</p> <p>References available upon request.</p>

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

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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.