



Current Address:
 526 East 9th St.
 Wayne, NE 68787
 (402) 375-1444

Permanent Address:
 1335 Fairmont Plaza
 So. Sioux City, NE 68776
 (402) 475-1628

Email: sethcomm@yahoo.com

OBJECTIVE

To obtain a public relations position with a nonprofit agency

Use clear, concise objective

EDUCATION

Bachelor of Science in Speech Communication
 Concentration: **Community, Corporate, and Public Relations**
 Wayne State College, Wayne, Nebraska
 Degree to be conferred: December [year]
 Cumulative GPA: 3.6

Font Size for Body of Resume: 11-12

Only include GPA if 3.0 or higher

PROFILE

- Proficient in several computer applications including Microsoft Word, Excel, PowerPoint, and Access
- Strong leadership skills with the ability to manage and motivate others

INTERNSHIP

Front Desk Hostess January [year]-August [year]
 Walt Disneyland Resorts, Orlando, Florida

- Gained customer service experiences at four Disney resorts
- Worked in fast-paced environment while dealing with thousands of guests
- Learned problem resolution strategies to ensure guest satisfaction
- Assisted guests in answering questions about the resort

List jobs - most recent first

EMPLOYMENT

Head Waitress, Server, Bartender June [year] -present
 Outback Steakhouse, Sioux City, Iowa

- Interact daily with up to 100 people in a fast-paced restaurant
- Manage multiple requests from customers and employees in an efficient manner
- Serve menu items and beverages to customers' satisfaction
- Reconcile and balance money transactions

Start each duty with a strong action verb

Watch verb tenses—use present tense if still at job/ past tense if not.

Sales Associate, Cashier August [year] –March [year]
 The Finish Line, Sioux City, Iowa

- Provided excellent customer service while assisting with purchases
- Merchandised store and maintained inventory
- Operated cash register and handled financial transactions
- Understood and followed loss-prevention procedures

HONORS & ACTIVITIES

- Special Ability Communication Scholarship, [year]
- Dean's List, 8 Semesters
- Lambda Pi Eta National Communication Honor Society, Newsletter Chair
- Habitat for Humanity, Volunteer
- Intramural Sports, Participant

Get involved! Employers like to see students who have been active on-campus and in the community.

Second page should at least have your name and page 2, or can use same heading as Page 1.

SETH COMMUNICATION

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REFERENCES

Dr. Ron Whitt
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Dr. Deborah Whitt
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Ms. Julie Carr
Friend/Personal Reference
1611 South 50th Street
Omaha, NE 68106
(402) 553-7777
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Mr. Sam Plain
Manager
Outback Steakhouse
616 Howard Street
Sioux City, IA 51101
(712) 460-2222
sam.plain@outback.net

Ask references before using and ask where they wish to be contacted (home or work).

OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Never use a resume template or Wizard format!
- Avoid the use of "I" or first person
- Use bold, italics, and bullets to draw attention to important items
- Appearance should be professional and "clean" looking with no spelling or grammatical errors
- Layout of resume should be easy to read with proper spacing between sections
- Sections of resume may vary (i.e. you may have Qualifications, Profile, or Relevant Coursework instead of Internship)
- Never list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customers service skills before cleaning tables)
- Print final copy of resume on laser printer
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope
- Always have at least one person review your resume before sending
- Note: If resume is to be scanned, different rules apply as you avoid using bullets, italics, underlining and bold.