**Nice format for someone with minimum experience in the field.**

**Education is before work history. Indicates expected graduation date.**

**Clear description of job duties and accomplishments.**

**CORY COOK**

111 Chef Street (859) 111-1111

Lexington, KY 40504 CoryCook@hotmail.com

**OBJECTIVE**

My goal is to supervise the daily preparation of food in the different stations of the kitchen and ensure that the preparation complies with the sanitary and hygiene guidelines set by the company.

**EDUCATION**

**Sullivan University Lexington, KY**

Associate of Science, Culinary Arts

 *Expected Graduation Date:* March 2017

**WORK HISTORY**

**O’Charley’s Restaurant Lexington, KY**

*Line Cook* 2013 – Present

* Equipped and organized grill station for service by following par lists and recipes, and considering anticipated number of guests.
* Prepared and plated an average of 150 grilled items per five hour cooking shift.
* Employee of the Month, November 2004, due to perfect attendance and quality of work performance.

**Aldi Supermarket Somerset, KY**

*Assistant Manager* 2012 – 2013

* Trained and managed 8 hourly employees
* Opened and closed store

*Cashier* 2011 – 2012

* Counted cash drawer at beginning and end of each shift to verify accuracy.
* Greeted customers in a friendly manner and answered or directed questions to customer service desk.

**PROFESSIONAL INVOLVEMENT**

**American Culinary Federation (ACF)**

*Junior Member, 2016*

**Clear, easy to read format with bullets. Shows externship experience. Highlights relevant qualifications & shows initiative through extracurricular activities**

**Patricia Paralegal**

111 Round Rd.

 Salvisa,KY 40372

(859) 123-4567

PatriciaParalegal@aol.com

**Education**

Sullivan University Lexington, KY

Associate of Science Degree in Paralegal Studies March 2016

Cumulative GPA: 3.82/4.0

**Qualifications**

* Title Searches
* Quickbooks Pro
* Medical Records and Terminology
* Skilled with Microsoft Works 4.0
* Skilled with Windows 98 and Microsoft Office 2000
* Skilled with Desktop Publishing
* Proficient in legal research, including WestLaw and Lexis-Nexis
* Drafting legal documents, including:

|  |  |  |
| --- | --- | --- |
| * **Mediation Packages**
 | * **Settlement Demands**
 | * **Closing Statements**
 |
| * **Divorce Petitions**
 | * **Interrogatories**
 | * **Pleadings**
 |
| * **Medical Summaries**
 | * **Motions**
 | * **Complaints**
 |
| * **Briefs**
* **Workers Comp Forms**
 | * **Wills**
* **Social Security Forms**
 | * **Deeds**
 |

**Honors & Activities**

|  |  |
| --- | --- |
| * President's Cup Recipient for Academic Excellence
 | * Magna Cum Laude Honor's Medallion
 |
| * Recognized by Sullivan Faculty for Student Achievement
 | * Dean's List
 |
| * Former Sullivan University Paralegal Society Secretary
 | * Former Editor of Paralegal Reporter
 |
| * Member Notary Public, Kentucky State-at-Large
 | * Peer Tutoring Award
 |

**Employment Experience**

 **Kirtley Amos PLLC Lexington, KY 2015 - Present**

**Alexander & Amos Lexington, KY 2012 – 2015**

Paralegal

Drafting Pleadings and correspondence, maintaining client contact and computer files, reviewing medical records for demand and mediation Packages, preparing status reports, bookkeeping, payroll, managing and balancing banking accounts, tax forms and employee interviews.

**Good format for someone seeking a career change with education but little**

**experience in the field. Strength of résumé is with a solid qualifications section.**

**Joe Computer**  111 Road Drive (502)-111-111

 Frankfort, KY 40601 JoeComputer@yahoo.com

**Summary**

A self-motivated Microsoft Certified System Engineer seeking a position with a company that will utilize my proficiencies and experience. My business experience coupled with my certifications will give me a unique advantage that will impact the company’s success.

**Qualifications**

* MCSE Certification
* CompTIA Net+ Certification
* CompTIA A+ Certification
* Extensive experience with customer service
* Experience with Windows 9x, Windows 2000 Professional and Server, and ISA server including Windows Directory Service.
* Proficient in installing and troubleshooting TCP/IP, DNS, and DHCP

**Education**

**2014 Sullivan University Lexington, KY**

MCSE certification program, *Dean’s Lis*t

**2012 Spencerian College Lexington, KY**

Associates Degree of Applied Science

Computer Graphic Design, *Dean’s List*

**Professional Experience**

***Sears***

**2011-13 Consultative Sales Lead Frankfort, KY**

* Ensured seven departments’ sales goals were made
* Trained associates in various aspects of consultative sales
* Resolved customer service issues
* Trained new employees to use web based information resources

**2011 Sales Coordinator, Paint Lexington, KY**

* Consulted with customers to determine project needs
* Implemented weekly sales plan
* Assisted department manager in obtaining department goals
* Installed and implemented updates to color match computer

**2010-11 Supervisor, Shipping and Receiving Frankfort, KY**

* Monitored all store inventory receipts via database
* Coordinated with all store managers to facilitate store operations
* Developed innovative ways to maximize warehouse space
* Ensured customer purchases were loaded according to customer service standards

Easy to read format with Highlights of Qualifications section.

 Appropriate for someone with experience and education in the field.

Clearly shows career progression into higher level positions.

Megan Marketing

1111 Marketing Road, Williamstown, KY 41097 • 859-444-4444 • MeganMarketing@aol.com

# HIGHLIGHTS OF QUALIFICATIONS

* Over 4 years of retail clothing sales and management experience
* Solid marketing experience
* Strong in planning and implementing programs and systems
* Excellent financial and analytical skills
* Outstanding written and verbal communications skills
* Professional team member

# EXPERIENCE

***Cumulus Broadcasting*** *Lexington, KY*

Account Executive, Sales and Marketing August 2014 – present

* Obtained, serviced, and maintained sales accounts; managed controllable expenses
* Increased sales 25% over prior year in greater Lexington territory
* Wrote and produced copy for radio commercials
* Implemented and conducted monthly team teleconferences
* Served as sales and marketing liaison in implementing corporate initiatives and identifying policy and procedure
* Generated own business and utilized excellent self-management and prioritization skills

***Van Heusen***  *Georgetown, KY*

Assistant Manager August 2009-August 2014

* Directly responsible for up to 15 employees from sales associate to floor supervisor
* Resolved performance-related issues with staff, as necessary, with solution-based approach
* Interviewed potential new hires
* Recruited, maintained, and developed associates
* Maintained visual presentation standards

Floor Supervisor June 2008 – August 2009

* Managed the budget and monitored inventory levels
* Reviewed and develop project timelines
* Delegated and tracked projects, monitoring tasks to ensure adherence to the timelines

# EDUCATION

Bachelor of Science, Business Administration, Marketing March 2015

Sullivan University Lexington, KY