

Thomas Tutone

555 North Sheridan Road • Lake Forest, IL 60045 • (847)-867-5309

Thomas_Tutone@Gmail.com

EDUCATION:

Lake Forest College – Lake Forest, IL
Bachelor of Arts in Music, Minor in History

Expected May 2010
GPA: 3.45/4.00

EMPLOYMENT EXPERIENCE:

Position Title, Employer - Location Date Hired – Date Left

- Most jobs should have 2-4 bullet points, depending on how much focus you want to place on the position and how many jobs you want to list.
- Make sure that one bullet point is dedicated to outlining exactly what the position entailed.
- Try to also have a more abstract bullet point describing what skills you developed from the position or what you learned from your time on the job.
- Use numbers and nomenclature to show how knowledgeable and successful you were.

Store Clerk, Guitar Center – Natick, Ma

April 2001 – Present

- Assisted customers in selecting appropriate instruments and accessories while honing my sales skills.
- Gained a detailed understanding of various guitar types and brands.
- Focused on upsale strategies and price negotiation as part of a store-wide sales team.
- Learned to negotiate and make quick decisions during high pressure sales situations.

SPORTS EXPERIENCE:

Position, Team - Location Date Began – Date Ended

- Try to highlight leadership experience even if you did not hold a formal position on the team.
- If your team was successful, then make sure to highlight that success by discussing your team's record.
- Try to reserve a bullet point for discussing abstract concepts such as what skills or experience you gained from the sport. Be creative!

Captain, Lake Forest College Club Squash - Lake Forest, IL

January 2005- Present

- Managed and ran drills during daily practices.
- Motivated younger recruits to train outside of practice with a focus on technique and strategy.
- Accumulated a 14-2 league record while remaining undefeated at home.

HONORS:

Complete Title of Honor Date Received

- Using 1 or 2 bullet points to detail an honor or achievement can really make it stand out.
- Make sure to detail the criteria, as well as its significance.
- Details are especially important if you only have one or two examples.

Lake Forest College Deerpath Academic Scholarship

August 2008

- Awarded to students exhibiting extraordinary academic potential and talent.
- Requires a maintained 2.75 GPA.

Jon Kovacs
Jon_Kovacs@Gmail.com

Current:
555 North Sheridan Road
Lake Forest, IL 60045
847.735.9802

Permanent:
89 High Meadow Drive
Conway, MA 01301
413.774.4207

Education:

Lake Forest College – Lake Forest, IL
Bachelor of Arts in Biology, Minor in Business
GPA: 3.85/4.00

Expected May 2011

Employment Experience:

Employer - Location

Date Hired – Date Left

Position Title

Date Promoted – Date Left

- Most jobs should have 2-4 bullet points, depending on how much focus you want to place on the position and how many jobs you want to list.
- Make sure that one bullet point is dedicated to outlining exactly what the position entailed.
- Try to also have a more abstract bullet point describing what skills you developed from the position or what you learned from your time on the job.
- Use numbers and nomenclature to show how knowledgeable and successful you were.
- If you were promoted, make sure to emphasize how your responsibilities increased or the reasons for your promotion.

Position Title

Date Hired – Date Promoted

- Employers love to see that you have stayed with a company for a long period of time. If you have held multiple positions with the same company, make sure to list them.

Best Buy – Hadley, MA

October 2001 – Present

Manager

January 2005 – Present

- Promoted in January 2005 due to exemplary conduct and near perfect attendance.
- Tracked incoming shipments and coordinated supply logistics.
- Managed a staff of 25 employees and oversaw the recruitment of trained technical staff for the ‘Geek Squad’ department.
- Maintained the security of the branch by enforcing strict anti-shoplifting policies and coordinating with mall security.

Assistant Manager

October 2001 – January 2005

- Stocked inventory and maintained a clean store environment.
- Fielded customer questions and provided assistance to patron businesses.

Honors:

Lake Forest College Deerpath Academic Scholarship

August 2007 – Present

Patterson Leadership Scholar

August 2007 – Present

Trustee Scholarship Recipient

August 2007 – Present

Lake Forest College Dean’s List

May 2008 – Present

Walter Osterman

555 North Sheridan Road • Lake Forest, IL 60045 • (847) 774-1264

Walter_Osterman@Gmail.com

Objective: Your objective should be short and focused, letting employers know exactly what kind of position you are seeking. The objective can also help to create the right perspective on your experience.

Objective: To obtain a position training incoming staff in a large, successful marketing firm.

Education:

Lake Forest College – Lake Forest, IL

May 2009

Bachelor of Arts in Communication

Cumulative GPA: 3.25/4.00

Leadership Experience:

Leadership Position, Organization

Date Began – Date Ended

- Good leadership experience can be invaluable to a job application, especially if you are applying for a position that will manage other workers.
- Make sure to outline exactly what your leadership position required you to do, even in an unofficial capacity.
- Try to focus your leadership experience so it appears directly relevant to the position you are applying for.

President, Lambda Lambda Lambda Fraternity

07/08 – Present

- Oversaw the Lambda Lambda Lambda fraternity in both its daily operations and long term planning.
- Acted as a figurehead to the organization, making campus appearances and improving student perceptions of the fraternity.
- Managed the election and training of new fraternity officers.

Extracurricular Experience:

Position, Organization

Date Began – Date Ended

- Extracurricular organizations often provide experience that can appear attractive to employers.
- Try to focus your experience so it appears directly linked with the job you are applying for.
- Make sure to acknowledge any achievements you had, such as team victories or leadership positions.

Defense Counsel, Lake Forest College Mock Trial Team

09/07 – Present

- Learned the basics of trial law including the preparation of affidavits, utilization of case law, direct and cross examinations, types of objections, rules of evidence, and preparation of witnesses.
- Independently wrote and edited direct and cross examinations while emphasizing aspects of a unified team case strategy.
- Placed 8th in Regional Competition as part of the Varsity squad and received a bid to Nationals.
- Won a ‘Best Attorney’ prize in the first round of National Competition.

Melanie Boyd

555 North Sheridan Road
Lake Forest, IL
(413)-967-9345 • Melanie_Boyd@Gmail.com

Education:

Lake Forest College – Lake Forest, IL
Bachelor of Arts in History, Minor in Biology
GPA: 3.45/4.00 – Major GPA: 4.00/4.00

May 2010

Skills:

Type of Skill

- Specific example from past experience of how you used this skill, or where you were able to develop this skill.

Communication

- Presented findings of a twelve week study seeking to explain why volunteer retention has declined to a group of fifteen managers at the Make a Wish Foundation

Academic Experience:

Full Name of Class, **Place Taken**

Date Began – Date Ended

- If you want to highlight your academic experience, it's often best to list a class as if it were a job or volunteer position.
- Use bullet points to highlight exactly what was covered in the class, making sure to use nomenclature as often as possible.
- Try to highlight any large projects you worked on or presentations you gave.

Medical Ethics, **Lake Forest College**

01/08 – Present

- Examined the range of ethical issues facing both practicing physicians and research scientists with a focus on case studies and in-class debates.
- Investigated the real world application of various ethical principles including Patient Autonomy, Informed Consent, Confidentiality, Medical Futility, and Transplant Protocol.
- Conducted an independent research project focusing on the debate over organ harvesting after the declaration of cardiac death.

Volunteer Experience:

Full Name of Position, **Organization** – Location

Date Began – Date Ended

- Use the bullet points to detail what exactly you did at your volunteer position.
- Highlight what skills you used and what you learned from your experience.
- If it's relevant, detail how much time you spent volunteering in this capacity.

Public Relations Volunteer, **Make a Wish Foundation** – Chicago, IL

08/08 – Present

- Answered questions and took requests from various hospitals and aid organizations.
- Developed interpersonal communication skills as well as the ability to network and negotiate with multiple clients simultaneously.
- Volunteered 15 hours per week throughout the school year.

Activities:

Position, **Organization Name**

Date Began – Date Ended

President, **Lambda Lambda Lambda Fraternity**

September 2008 – Present

Defense Counsel, **Lake Forest College Mock Trial Team**

September 2008 – Present