

NOTE: Resume Samples are intended to present a broad variety of experiences. You may not have as much direct experience as this student example.

Anita Job

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PROFILE

First-year business student at Colorado State University seeking customer service role at CSU Bookstore

- Extensive customer service and cash handling gained from two years of food service and retail positions
- Ability to lead a team by analyzing individual strengths and motivating team members enhanced in Team Captain role and Elementary Student Mentor volunteer position
- Skilled in Microsoft Word, PowerPoint, Excel and experience applying skills in business coursework

EDUCATION

Colorado State University, Fort Collins, CO May 20XX
Bachelor of Science: Business Administration, Expected Concentration: **Corporate Finance**

North High School, Denver, CO May 20XX
Diploma with Honors GPA 3.7

LEADERSHIP

Soccer Team, North High School – Denver, CO August 20XX – June 20XX
Team Captain/Member

- Elected team captain unanimously by fellow teammates and started at the Varsity level junior/senior years
- Provided leadership and motivation for a team of 12 members resulting in State Championship

Colorado Uplift, North High School – Denver CO August 20XX – June 20XX
Elementary Student Mentor

- Taught over 30 4th and 5th graders about character building, including courage, respect, responsibility
- Led skill building courses in goal setting, decision making, problem solving

HONORS AND ACTIVITIES

Intramural Soccer, Colorado State University, *Player* August 20XX – Present
Finance Club, Colorado State University, *Member* September 20XX – Present
National Honor Society, North High School, *Treasurer* September 20XX – May 20XX

CUSTOMER SERVICE EXPERIENCE

Morgan Library, Colorado State University, Fort Collins, CO August 20XX – Present
Reference Assistant

- Assist students in finding research materials by guiding them through online database access

Subway, Denver, CO June 20XX – July 20XX
Food Service Worker

- Provided excellent service to 200+ customers per day with a positive attitude
- Operated cash register with 100% accuracy and balanced daily sales accounts of \$2500+
- Received Employee of the Month award in October 20XX due to ability to go above and beyond

The GAP, Denver, CO November 20XX – June 20XX
Sales Associate

- Met sales goals through utilization of customer service and continuing product knowledge
- Adapted risk management and merchandise loss procedures to achieve minimal loss