

## Standard Resume Sample

**John Q Public**  
123 Main Street, Birmingham, Alabama 35123  
205-111-2345 | jgpublic@coldmail.com

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**PROFILE**

- Degreed accountant with knowledge of and experience in general accounting principles including operations, financial statement preparation, and business management
- Expertise with start-up operations including business research and development, budget preparation and analysis, and capital projects
- Background in day-to-day operations including accounts receivable, accounts payable, general ledger maintenance, account reconciliations, and cash flow management

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**EDUCATION**

**University of Alabama at Birmingham** Birmingham, AL  
*Bachelor of Science, Accounting* 2007  
Coursework: Accounting Principles, Financial Accounting, Internal Auditing, Tax Accounting, External Auditing, Fraud Investigation  
Dean's List, President's List - Ernst & Young Scholarship  
Beta Alpha Psi National Accounting Honor Society (Active Member)

**Jefferson State Community College** Birmingham, AL  
*Associate of Arts, Business Administration* 2005  
Dean's List, Phi Theta Kappa Honor Society

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**EXPERIENCE**

**Smith & Jones Law Firm** Birmingham, AL  
*Administrative Assistant* 2004 - 2006

- Performed various clerical functions and maintained accurate files
- Processed paperwork
- Handled payroll
- Performed billing and collections
- Utilized effective administrative and organizational skills

**Ernst & Young** Birmingham, AL  
*Accounting Intern* 2006

- Practiced basic accounting principles
- Performed various accounting functions
- Prepared client tax returns
- Assisted with internal audit process
- Performed tasks with efficiency, timeliness, accuracy, and attention to detail

**J.C. Penney** Birmingham, AL  
*Sales Associate* 2002 - 2004

- Interacted with public
- Greeted guests and provided effective customer service
- Addresses customer needs and concerns, Answered customer questions
- Processed and expedited customer transactions
- Operated cash register, Handled cash
- Balanced cash drawer and reconciled daily receipts

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## Service Learning Resume Sample

**Jack Black**  
Address | City, State, Zip Code  
Phone number with area code | Professional email address

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**OBJECTIVE OR PROFILE (Sample profile statements below)**

- 200+ hours of clinical interactions
- Teaching Assistant for Human Anatomy Lab of 25 students

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**EDUCATION**

**University of Alabama at Birmingham**  
Expected Graduation Date: Month Year  
Major: Area of Study  
GPA: Include only if it is 3.0 or higher

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**EXPERIENCE**

**Organization Name:** City, ST Month Year – Present  
**Work Study Type Experience**

- Critique resumes and cover letters for students and alumni and provide them feedback via the career services management website
- Manage five career counselors' work schedules; handle conference room reservations; resolve career questions and act as hostess at career services events
- Serve as a liaison between career counselors, employers, students and alumni

**Organization Name:** City, ST Month Year – Month Year  
**Shadowing Experience**

- Experienced over 200 hours of direct patient and physician interaction while shadowing registered nurses, nurse practitioners, pharmacists and physicians
- Completed patient assessment forms and assisted in monitoring patient vital signs
- Assisted nurses by providing hospitality services to patients and their families

**Organization Name:** City, ST Month Year – Month Year  
**Resident Assistant Experience**

- Coordinated monthly educational and social programs for 450 undergraduate residents
- Acted as a liaison between floor residents, hall director and residence life
- Managed duties such as maintenance requests, room transfers and incident reports
- Counseled residents on a variety of academic and social issues

**Organization Name:** City, ST Month Year – Month Year  
**Student Assistant/ Tutor Experience**

- Facilitated tutoring sessions for Introduction to Biology
- Enforced good study skills and helped students understand the course material

**Organization Name:** City, ST Month Year – Month Year  
**Volunteer Experience**

- Worked on team to prevent childhood obesity by building a culture of active living and learning for children
- Led a Walking School Bus route for X children in X communities
- Interacted with parents, children, and school administrators to provide a safe environment for kids to walk to school and activities

## Research Based Resume Sample

**Jane Doe**  
123 Main Street, Birmingham, AL 35123  
205-995-9876 | blazed0@uab.edu

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**OBJECTIVE**

Master of Public Health leading to a Doctorate of Medicine (MD)

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**EDUCATION**

**The University of Alabama at Birmingham (UAB)** Birmingham, AL  
*Bachelor of Science, Biology, Spanish* 2010

- Early Medical School Acceptance Program (EMSAP)
- UAB University Honors Program
- Biology Departmental Honors

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**COMMUNITY INVOLVEMENT**

**HIV OraQuick Testing Volunteer** 2009

- Administer OraQuick oral HIV test to over 50 students who desired to be tested
- Educate approximately 70 students on HIV transmission and progression
- Counsel students on risk reduction

**SHAPE Mentor (Sexual Health Awareness Through Peer Education)** 2008 - Present

- Conduct seminars on safer sex practices and HIV Awareness
- Lead discussions with teams across Birmingham on HIV prevention
- Trained mentors in SHAPE program and mentor practices

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**EXPERIENCE**

**University of Alabama at Birmingham** Birmingham, AL  
*Research Assistant* 2008 - 2009

- Make solutions, media and buffers
- Order laboratory supplies, keeping inventory stocked and sterile

**McWane Center** Birmingham, AL  
*Laboratory Instructor* 2008 - 2009

- Teach hands-on laboratory experiments to approximately 75 high school students
- Instruct students in proper laboratory protocols

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**ACADEMIC EXPERIENCE**

**University of Alabama at Birmingham** 2008 - 2009  
Honors in Biology Undergraduate Research focusing on HIV