

\*\*Sample resumes, a sample reference page, and a sample cover letter follow. Note that there are 2 versions of the Aaron L. Citadel resume to demonstrate how one person can craft his/her resume in different formats.

Version #1.

# Aaron L. Citadel

Citadel: MSC 000, 171 Moultrie St., Charleston SC 29409 843.953.4567 Aaron.Citadel@Citadel.edu

Home: 335 Ashley Court, Charleston SC 12345 843.789.1234

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**OBJECTIVE:** An entry-level position in management and/or sales

**EDUCATION:** Bachelor of Science, Major: **Business Administration** Minor: **MIS**  
**The Citadel**, The Military College of South Carolina, May 2006

**SKILLS:** **Fluent in Spanish**      Presentation      Analytical  
Interpersonal      Writing      Time Management  
Organizational      Selling      Supervisory

**EXPERIENCE:** **Business Intern**, Wachovia, Charleston SC Fall 2005

- ♦ Analyzed credit reports
- ♦ Marketed services to customers using consultative sales skills
- ♦ Worked in variety of banking areas: investments, operations, trust

**Production Assistant**, WCBS-TV News, Charlotte NC Summer 2005

- ♦ Investigated business news stories via wire services
- ♦ Wrote news stories and anchor scripts
- ♦ Developed research, reporting, and public speaking skills

**Sales Assistant**, Premier Lexus, Charlotte NC Summer 2004

- ♦ Organized sales training seminars
- ♦ Provided general administrative support
- ♦ Demonstrated excellent teamwork and time management skills

**Entrepreneur**, Aaron's Landscaping Service, Charlotte NC Summers 2001-2003

- ♦ Built customer base to 40, earning net income of \$15,000 in a summer
- ♦ Hired, trained, and supervised four employees
- ♦ Responsible for all aspects of business operation

**Spanish Tutor**, The Citadel, Charleston SC Fall 2004-Present

- ♦ Assist students with daily assignments and term papers
- ♦ Instruct students regarding the Spanish language and Latin culture

**COMPUTER SKILLS:** MS Word      MS PowerPoint      MS Excel      MS Access  
MS Publisher      Web Page Design      MS Project      e-Commerce

**HONORS/ ACTIVITIES:** Senior Class Board of Directors      Spanish Club President  
Citadel Honor Court      Student Leader: Regimental Staff  
Dean's List      Summerall Guards  
Varsity Football      Junior Achievement Instructor

**INTERESTS:** Golf      Sailing      Travel      Classical Music

**Academic Portfolio and References: Available Upon Request**

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- ♦ Assist students with daily assignments and term papers
  - ♦ Instruct students regarding the Spanish language and Latin culture
- LEADERSHIP:** *Regimental Commander*, The Citadel, Charleston SC Fall 2005-Present
- ♦ Responsible for daily life and routine of 1900 cadets
  - ♦ Serve on various committees, such as Uniform Board, Mess Council, and Board of Directors
- Spanish Club President*, The Citadel, Charleston SC Fall 2004-Spring 2005
- ♦ Organize cultural, educational and career-related events
  - ♦ Delegate responsibilities to appropriate officers and members
- Representative*, The Citadel Honor Court, Charleston SC Fall 2004
- ♦ Selected by Company to serve as honor representative
  - ♦ Appointed to serve on investigations and trials
- COMPUTER SKILLS:** MS Word      MS PowerPoint      MS Excel      MS Access  
 MS Publisher      Web Page Design      MS Project      e-Commerce
- HONORS/ACTIVITIES:** Senior Class Board of Directors      Dean's List      Regimental Commander  
 Junior Achievement Instructor      Varsity Football      Summerall Guards

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## *Professional References*

**Dr. Simon Williams**  
**Prof. and Department Head**  
**Psychology Dept., The Citadel**  
Charleston SC 29409  
843.953.1234 First.Last@citadel.edu

Dr. Montgomery is a Clinical Psychologist and Chairman of The Citadel Psychology Department. He advised me regarding my graduate program of studies and served as my sponsor for the South Carolina Psychology Association Student Competition. He has witnessed my academic abilities and presentation skills.

**Dr. Joan Simmons**  
**Prof. of Education, The Citadel**  
Charleston SC 29409  
843.953.4321 First.Last@citadel.edu

Dr. Bowman is a Professor of Education at The Citadel. She wrote a grant that led to my employment at the Charleston County School District. Dr. Bowman has witnessed my work performance, grant writing ability, and personal character.

**Mr. Smith Jones**  
**Director, Evaluation and Research**  
**Charleston County School District**  
123 South Street  
Charleston SC 12345  
843.123.4567 First.Last@email.com

Mr. Smith manages the Department of Evaluation and Research for Charleston County Schools. He supervised my research assistantship and witnessed my ability to collect and evaluate data, write grant reports, and work as part of a research team.

**Dr. Tom Timmons**  
**Pediatrician, Children's Medical Assessment Center**  
600 North Street  
Charleston SC 12345  
843.012.3456 First.Last@email.com

Dr. Diaz is the founder of a non-profit organization funded through Roper Hospital to provide medical exams for children who are victims of domestic violence. Dr. Diaz was my supervisor in this program. He has witnessed my ability to communicate with victimized children and my ability to help them.

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January 5, 2006

Mr. John W. Smith  
Vice President-Marketing  
XYZ Aircraft Corp.  
200 Aviation Park  
Greenville SC 01234

Dear Mr. Smith:

I am a Business Administration senior at The Citadel. I will be graduating in May 2006.

I am writing to you because I am very interested in XYZ Aircraft's expansion in Greenville. XYZ's use of composites and energy-efficient power plants leads the industry, and I would like to be a part of your growth in the southeastern markets.

I have enclosed a resume for your review. In particular, please note my Business Internship with Moore Aviation. During this internship, I was able to learn much about general aviation, and I had the opportunity to learn many of the characteristics that corporate pilots desire in aircraft that are not currently offered. Also, please note my emphasis in Marketing and my leadership positions at The Citadel, which require excellent time-management skills. I would like to use these skills to contribute to XYZ's success.

I will be in Greenville on January 30, and I would like to introduce myself to you then and discuss how I may be of service to XYZ Aircraft Corp. I will call you within ten days to request a time convenient for you.

Mr. Smith, thank you very much for your help. I look forward to speaking with you soon.

Sincerely,

Aaron L. Citadel  
Business Administration Senior  
The Citadel  
843.953.4567  
Aaron.Citadel@Citadel.edu

## Cover Letter Elements (the questions you should answer):

1. Who are you?
2. Why are you writing?
3. What can you do for the firm (referring to skills/experience on your resume)?
4. What will you do next (call him/her for advice/meeting)?