

PEGGY EDWARDS
 144 Elm Street, Apt. 4
 West Orange, New Jersey 07052
 (973) 741-0134
 peggy-edwards@hotmail.com

Heading with name and contact information

OBJECTIVE ~~To work at a local health department as a Registered Environmental Health Specialist.~~

EDUCATION Montclair State University, Upper Montclair, New Jersey
 B.S., Health Education (concentration in Community Health), 2006
 Magna Cum Laude (GPA: 3.75/4.0) ?

Essex County Community College, West Caldwell, New Jersey
 A.S., Social Sciences, 2003

RELATED COURSES:

- Public Health
- Health Promotion
- Environmental Health
- The Teaching of Health
- School Health and Community Service
- Environment and Public Health

Education and listing of course work appropriate for a recent graduate

HONORS:
 Dean's List, Phi Theta Kappa, Golden Key National Honor Society

~~RELATED~~
EXPERIENCE *Intern, Bergen County Health Department, 1/2004–4/2004*
 (North Bergen, New Jersey)
 Conducted Chapter 12 food inspections, reviewed septic plans, and responded to community complaints under the supervision of trained health inspectors.

Internship and part-time job experience relevant to a recent graduate

Substitute Health Teacher, West Orange High School, 9/2001–1/2002
 (West Orange, New Jersey)

Dental Assistant, Daniel R. Korb, D.D.S., P.A., 8/2000–3/2001
 (Cedar Grove, New Jersey)
 Took dental radiographs of all patients, sterilized instruments, and sanitized rooms.

LICENSES New Jersey Registered Environmental Health Specialist
 New Jersey Dental Radiologist
 New Jersey Commercial Drivers license with air brake endorsement

Licenses related to job objective

~~REFERENCES~~ *Furnished upon request*

Figure 16–9 Résumé for an Entry-Level Position

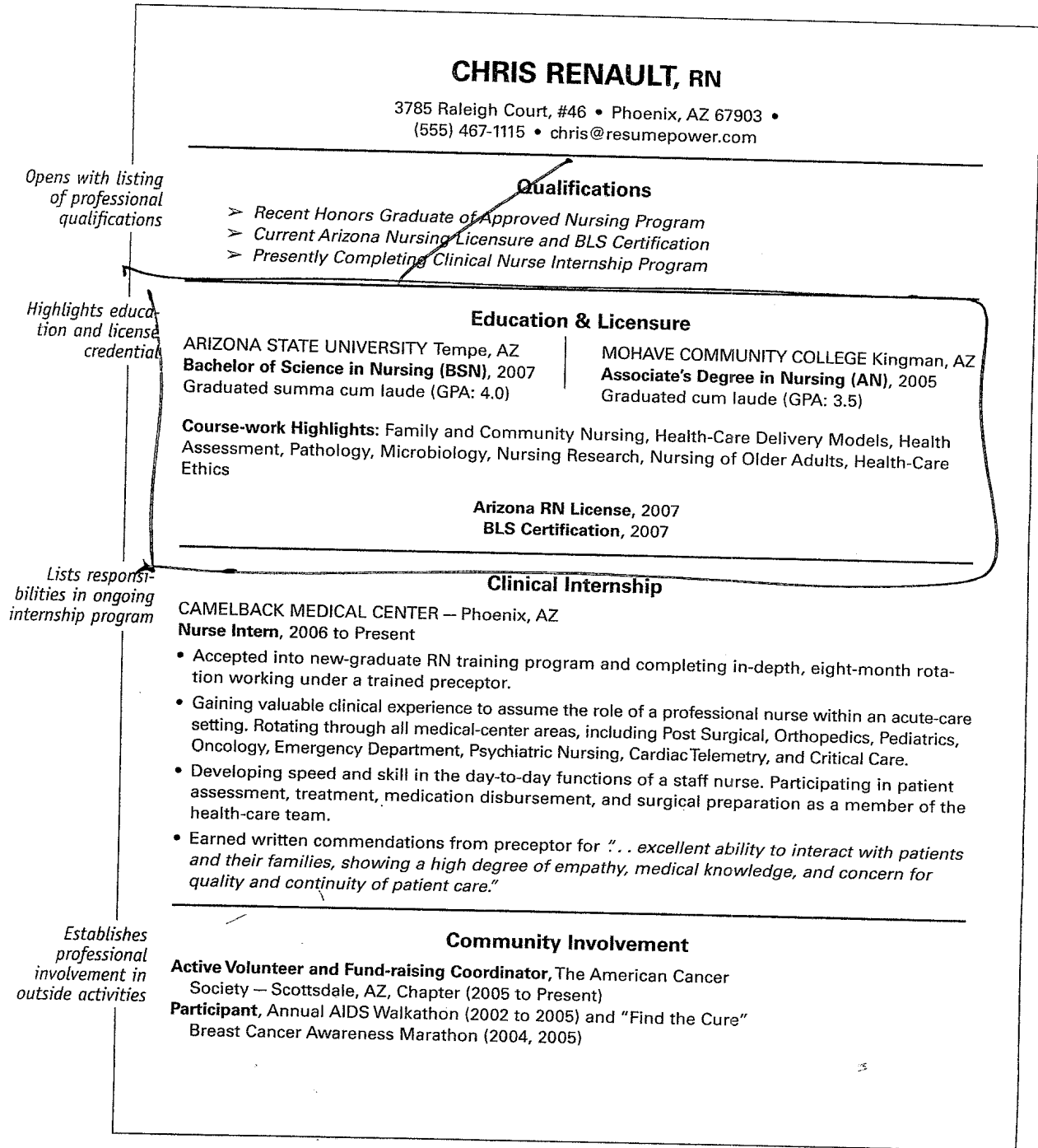


Figure 16-10 **Résumé, Highlighting Professional Credentials.** Prepared by Kim Isaacs, Advanced Career Systems, Inc.

ROBERT MANDILLO
 7761 Shalamar Drive
 Dayton, Ohio 45424
 (513) 255-4137
 mand@juno.com

OBJECTIVE

~~A management position in the aerospace industry with responsibility for developing new designs and products.~~

MANAGEMENT EXPERIENCE

MANAGER, ENGINEERING DRAFTING DEPARTMENT — May 1998–Present
 Wright-Patterson Air Force Base, Dayton, Ohio

Supervise 17 drafting mechanics in support of the engineering design staff. Develop, evaluate, and improve materials and equipment for the design and construction of exhibits. Write specifications, negotiate with vendors, and initiate procurement activities for exhibit design support.

SUPERVISOR, GRAPHICS ILLUSTRATORS — June 1985–April 1998
 Henderson Advertising Agency, Cincinnati, Ohio

Supervised five illustrators and four drafting mechanics after promotion from Graphics Technician. Analyzed and approved work-order requirements. Selected appropriate media and techniques for orders. Rendered illustrations in pencil and ink. Converted department to CAD system.

EDUCATION

BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING TECHNOLOGY, 1985
 Edison State College, Wooster, Ohio

ASSOCIATE'S DEGREE IN MECHANICAL DRAFTING, 1983
 Wooster Community College, Wooster, Ohio

PROFESSIONAL AFFILIATION

National Association of Mechanical Engineers and Drafting Mechanics

REFERENCES

~~References, letters of recommendation, and a portfolio of original designs and drawings available online at <www.juno.com/mand>.~~

Begins with job experience relevant to prospective employers

Education and affiliations emphasize rigorous preparation in field and continuing professional interests

Figure 16–11 Résumé for an Applicant with Management Experience

CAROL ANN WALKER
1436 West Schantz Avenue
Laurel, Pennsylvania 17322
(717) 399-2712
caw@yahoo.com

FINANCIAL EXPERIENCE

KERFHEIMER CORPORATION, Philadelphia, Pennsylvania

Senior Financial Analyst, June 2002–Present

Report to Senior Vice President for Corporate Financial Planning. Develop manufacturing cost estimates totaling \$30 million annually for mining and construction equipment with Department of Defense.

Financial Analyst, November 1999–June 2002

Developed \$50-million funding estimates for major Department of Defense contracts for troop carriers and digging and earth-moving machines. Researched funding options, resulting in savings of \$1.2 million.

FIRST BANK, INC., Bloomington, Indiana

Planning Analyst, September 1994–November 1999

Developed successful computer models for short- and long-range planning.

EDUCATION

Ph.D. in Finance: expected, June 2007

The Wharton School of the University of Pennsylvania

M.S. in Business Administration, 1998

University of Wisconsin–Milwaukee

“Executive Curriculum” for employees identified as promising by their employers.

B.S. in Business Administration (*magna cum laude*), 1994

Indiana University

Emphasis: Finance

Minor: Professional Writing

PUBLISHING AND MEMBERSHIP

Published “Developing Computer Models for Financial Planning,” *Midwest Finance Journal* 34.2 (2004): 126–36.

Association for Corporate Financial Planning, Senior Member.

REFERENCES

References and a portfolio of financial plans are available upon request.

*Job-experience
opening highlights
promotion*

Figure 16–12 Advanced Résumé, Showing Promotion within a Single Company

————— CAROL ANN WALKER —————

1436 West Schantz Avenue • Laurel, PA 17322
(717) 399-2712 • caw@yahoo.com

Award-Winning Senior Financial Analyst

Astute senior analyst and corporate financial planner with 11 years of experience and proven success enhancing P&L scenarios by millions of dollars. Demonstrated ability to apply critical thinking and sound strategic/economic analysis to multi-dimensional business issues. Advanced computer skills include Hyperion, SQL, MS Office, and Crystal Reports.

Financial Analyst of the Year, 2005
Recipient of prestigious national award from the Association for Investment Management and Research (AIMR)

Areas of Expertise

- Financial Analysis & Planning
- Forecasting & Trend Projection
- Trend/Variance Analysis
- Comparative Analysis
- Expense Analysis
- Strategic Planning
- SEC & Financial Reporting
- Risk Assessment

Career Progression

KERFHEIMER CORPORATION—Philadelphia, PA 1999 to Present

Senior Financial Analyst, June 2002 to Present
Financial Analyst, November 1999 to June 2002

Rapidly promoted to lead team of 15 analysts in the management of financial/SEC reporting and analysis for publicly traded, \$2.3-billion company. Develop financial/statistical models used to project and maximize corporate financial performance. Support nationwide sales team by providing financial metrics, trends, and forecasts.

Key Accomplishments:

- **Developed long-range funding requirements crucial to firm's subsequent capture of \$1 billion** in government and military contracts.
- **Facilitated a 45% decrease in company's long-term debt** during several major building expansions through personally developed computer models for capital acquisition.
- **Jointly led large-scale systems conversion to Hyperion**, including personal upload of database in Essbase. Completed conversion without interrupting business operations.

Opens by highlighting career accomplishments and functional areas of expertise

Continues with chronological history that features accomplishments

Figure 16–13 Advanced Résumé, Combining Functional and Chronological Elements. (continued)
Prepared by Kim Isaacs, Advanced Career Systems, Inc.

CAROL ANN WALKER

Résumé • Page Two

Career Progression (*continued*)

FIRST BANK, INC.—Bloomington, IN 1994 to 1999

Planning Analyst, September 1994 to November 1999

Compiled and distributed weekly, monthly, quarterly, and annual closings/financial reports, analyzing information for presentation to senior management. Prepared depreciation forecasts, actual-vs.-projected financial statements, key-matrix reports, tax-reporting packages, auditor packages, and balance-sheet reviews.

Key Accomplishments:

- **Devised** strategies to acquire over \$1 billion at 3% below market rate.
- **Analyzed** financial performance for consistency to plans and forecasts, investigated trends and variances, and alerted senior management to areas requiring action.
- **Achieved** an average 23% return on all personally recommended investments. Applied critical thinking and sound financial and strategic analysis in all funding options research.

Education

THE WHARION SCHOOL OF THE UNIVERSITY OF PENNSYLVANIA—Philadelphia, PA
Ph.D. in Finance Candidate, Expected June 2007

UNIVERSITY OF WISCONSIN—Milwaukee, WI
M.S. in Business Administration, May 1998

INDIANA UNIVERSITY—Bloomington, IN
B.S. in Business Administration, Emphasis in Finance
(*magna cum laude*), May 1994

Affiliations

- Association for Investment Management and Research (AIMR), Member, 2001 to Present
- Association for Corporate Financial Planning (ACFP), Senior Member, 1999 to Present

Portfolio of Financial Plans Available on Request
(717) 399-2712 • caw@yahoo.com

Figure 16–13 Advanced Résumé, Combining Functional and Chronological Elements. (continued)
Prepared by Kim Isaacs, Advanced Career Systems, Inc.

Revised version of résumé in Figure 16-14 targets job listing requiring Web-design skills and experience

Separate Web section calls attention to mandatory skills for the position

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OBJECTIVE

A position as a graphics designer with responsibilities in Web and document design, packaging, and media presentations.

WEB-DESIGN EXPERIENCE

**Graphics Designer • Barton & Barton
Los Angeles, California
Summer 2005**
Graphics Designer for advertising firm. Planned major revision of Barton & Barton's corporate Web site. Designed Web sites and created templates for two corporate clients. Created interactive banners and screen interfaces to facilitate online advertising.

GRAPHICS-DESIGN EXPERIENCE

**Assistant Designer • Dyer/Khan
Los Angeles, California
Summer 2006, Summer 2007**
Assistant designer in a versatile design studio. Responsible for design, layout, comps, mechanicals, and project management.
Clients: Paramount Pictures, Mattel Electronics, and Motown Records.

**Production Assistant • Grafis
Los Angeles, California
Summer 2004**
Production assistant at fast-paced design firm. Assisted with comps, mechanicals, and miscellaneous studio work.
Clients: ABC Television, A&M Records, and Ortho Products Division.

EDUCATION

**Carnegie Mellon University,
Pittsburgh, Pennsylvania
BFA in Graphics Design — May 2006.**

<ul style="list-style-type: none"> <i>Web Design</i> <i>Computer Graphics</i> <i>Graphics Design</i> <i>Corporate Identity</i> <i>Industrial Design</i> <i>Graphics Imaging Processes</i> <i>Color Theory</i> <i>Typography</i> <i>Serigraphy</i> <i>Photography</i> <i>Video Production</i> 	<p><i>Relevant course work as recent graduate</i></p>
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COMPUTER SKILLS

CorelDRAW, DeepPaint, iGrafx Designer, MapEdit (Image Mapping), Scanning, Microsoft Access/Excel, QuarkXPress, PageMaker, Illustrator, Adobe Acrobat Writer, MS Word.

ACTIVITIES

Member, Pittsburgh Graphics Design Society; Member, The Design Group.

Figure 16-15 Résumé Tailored to a Job Listing for a Graphics Designer with Web-Development Experience (for XYZ Group, see Figure 16-17)


	
<p>OBJECTIVE</p> <p>A position as a graphics designer with responsibilities in information design, packaging, and media presentations.</p>	
<p>EMPLOYMENT EXPERIENCE</p> <p>Assistant Designer • Dyer/Khan Los Angeles, California Summer 2006, Summer 2007 Assistant Designer in a versatile design studio. Responsible for design, layout, comps, mechanicals, pre-press production for four-color posters, booklets, brochures, etc. <i>Clients: Paramount Pictures, Mattel Electronics, and Motown Records.</i></p> <p>Graphics Designer • Barton & Barton Los Angeles, California Summer 2005 Graphics Designer for advertising firm. Designed Web sites and created templates for two corporate clients. Created interactive banners and screen interfaces to facilitate online advertising for three corporate clients.</p> <p>Production Assistant • Grafis Los Angeles, California Summer 2004 Production assistant at fast-paced design firm. Assisted with comps, mechanicals, and miscellaneous studio work. <i>Clients: ABC Television, A&M Records, and Ortho Products Division.</i></p>	
<p><i>Job experience highlights qualifications for position described in Figure 16-16</i></p> <p><i>Highlights publications experience from design through the print-production cycle</i></p> <p><i>Features graphics design background</i></p>	<p>EDUCATION</p> <p>Carnegie Mellon University, Pittsburgh, Pennsylvania BFA in Graphics Design — May 2006.</p> <p><i>Graphics Design Corporate Identity Industrial Design Graphics Imaging Processes Color Theory Computer Graphics Typography Serigraphy Photography Video Production</i></p> <p><i>Relevant course work</i></p>
<p>COMPUTER SKILLS</p> <p>XML, HTML, JavaScript, Forms, Macromedia Dreamweaver 3, Macromedia Flash 4, Photoshop 5.5, Image Ready (Animated GIFs), CorelDRAW, DeepPaint, iGrafx Designer, MapEdit (Image Mapping), Scanning, Microsoft Access/Excel, QuarkXPress.</p>	
<p>ACTIVITIES</p> <p>Member, Pittsburgh Graphics Design Society; Member, The Design Group</p>	

Figure 16-14 Résumé Tailored to a Job Listing for a Traditional Graphics Designer (for ABC Services, see Figure 16-16)