

## Skills Resume—Sample C

### JENNIFER WHARTON

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#### TECHNICAL WRITER

Newsletter Production   Technical Illustrations   Client Liaison   Design Software

#### EDUCATION

**B.A. Communications, Print Journalism; French Minor**                      Spring 20xx  
Utah State University (USU), Logan, UT                                      GPA 3.5

#### PROFESSIONAL SKILLS AND EXPERIENCE

##### Writing and Editing

- Revised the text and design for a 125-page student handbook distributed to 2,500 freshman
- Contributed article monthly as feature writer for 16,000 circulation campus newspaper
- Organized a staff of 10 proofreaders and copy editors
- Designed layout and oversaw final production of monthly student housing newsletter

##### Communication and Interpersonal

- Created and taught ten weekly classes on “Internet Research” to adult groups of up to 40 people
- Worked well under pressure and demonstrated strong customer relations skills while working as a server
- Spoke to large and small groups while a volunteer in France for two years
- French tutor for USU students and local high school students

##### Computer

- Designed an Access database for community literacy program to track participant and volunteer hours
- Used ezPlug to re-design and maintain webpage for the USU French Student Club ([www.usu.edu/clubs](http://www.usu.edu/clubs))
- Proficient in: ezPlug, InDesign, HTML, SPSS, and Microsoft Office

##### Research

- Performed statistical analysis using SPSS, including cross-tabs and regression analysis
- Construct, administer, and interpret questionnaires for research

#### WORK/LEADERSHIP HISTORY

Feature Writer, *USU Statesman*, Logan, UT, June 20xx to May 20xx  
Volunteer News Editor, USU Biology Department, Logan, UT, 20xx to 20xx  
Vice President, USU Biology Student Club, Logan, UT, October 20xx to May 20xx  
Server, Café Sabor, Logan, UT, June 20xx to January 20xx  
French-Speaking Volunteer, Paris, France, 20xx to 20xx

## Hybrid Resume—Sample D

### TONG CHEN

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#### INDUSTRIAL HYGIENE GRADUATE SEEKING HEALTH AND SAFETY POSITION

#### EDUCATION

**BA, Public Health, Industrial Hygiene Emphasis**                      May 20xx  
Minor: Chemistry  
Utah State University, Logan, UT  
Maintained 3.0 GPA while working part-time and participating in campus leadership positions

#### INTERNSHIP EXPERIENCE

**Industrial Hygiene Intern**, Summers 20xx and 20xx  
Hitachi Global Storage Technologies, Ventura, CA

- Identified, evaluated, and controlled work place hazards for corporate headquarters and research center
- Conducted air sampling projects, non-ionizing radiation surveys, and completed Qualitative Exposure Assessments for laboratory and clean room procedures and tools
- Performed internal safety audits, assisted in teaching ergonomic classes, performed PPE hazard assessments, participated in regular safety department meetings and activities
- Wrote professional reports for OSHA compliance and documented all activities in Excel
- Used fluent Mandarin skills to communicate with international clients and vendors

#### LEADERSHIP AND SERVICE

**Vice President of Activities**, Student Alumni Association, 20xx to 20xx  
**Fundraising Committee Chair**, Industrial Hygiene Student Club, 20xx to 20xx  
**Doctors Without Borders**, USU Chapter, 20xx to 20xx

#### ADDITIONAL WORK EXPERIENCE

**Telephone Interviewer**, August 20xx to Present  
Information Alliance, Logan, UT

- Conducted telephone surveys to 30 clients daily
- Consistently exceeded call volume goals

**Food Server**, October 20xx to May 20xx  
Village Inn, Logan, UT

- Served large groups efficiently in a fast-paced environment
- Learned to multi-task, problem-solve, and pay attention to detail

**Willing to Relocate Internationally   •   Work Permit Eligible**