

Sample Entry Level Resume

Name

6161 East Runkle Hwy #3225
Dallas, Texas 79856
(214) 555-1144

OBJECTIVE

To produce at a high level within a leading sales organization that places value in a merit driven opportunity.

EDUCATION

UNIVERSITY OF GEORGIA, Athens, GA

Bachelor of Science in Family and Consumer Sciences

- Major: Consumer Economics
- Overall GPA: 3.26
- Graduated: December 2005

Key Strengths

- **Strong leadership, interpersonal, and analytical skills**
- **Ability to Persevere through adverse conditions**
- **Strong communication skills, both verbal and writing**

WORK EXPERIENCE

Enterprise Rent-a-Car, *Management Trainee Intern*, Athens, GA

January 2005 – December 2005

- Provided customers with excellent customer service
- Helped increase the fleet average from ninety-five to one-hundred over a eight month period
- Gained real-world experience while developing knowledge of the way a business is run
- Continuously met and exceeded monthly goals
- Worked twelve hours/week while taking classes full time
- Built relationships with co-workers to develop a positive working environment

On The Border, *Waiter*, Athens, GA

Summer 2004

- Provided customers with prompt and courteous service
- Gained valuable customer service skills and up-selling techniques

Georgia Diving Club, Coach, Athens, GA

Summer 2001, Summer 2002

- Instructed children of all ages to perform acrobatic maneuvers
- Served as a role model for the divers

LEADERSHIP EXPERIENCE

University of Georgia Athletics

- Four Year Varsity Diving: 2 year captain
- 2004, 2005 NCAA All-American

Logan Hall Dormitory

- Residency Assistant (RA) for 2003, 2004

Bulldog Alumni Funds

- Team lead on annual campus fundraising campaign
- Broke all-time funds record by 18%

References Available Upon Request