

SAMPLE RESUME – NEW GRADUATE

Michael Hinton
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Objective: To obtain position #123 with the North Carolina Department of Commerce

Education, Projects and Honors

North Carolina State University, Raleigh, N.C.
Bachelor of Business Administration, Finance Major, 2000

Projects:

Fundamentals of Management: Worked on a student team that researched and analyzed a company in order to provide data on management. Devised concepts to enhance management and increase production.

Investments: Chosen as class leader in studying and monitoring diverse investment opportunities to determine which ensured the best return.

Honors:

- Recipient, *Who's Who Among College Students*, 1997-2001
- Member, Student Activities Board, 1997-2001
- Representative, Inter-Fraternity Council, 1997-2001
- Representative, Commuter Council, 1997-2001
- Platoon Leader, R.O.T.C., led platoon to achieve Most Outstanding Platoon in R.O.T.C. Brigade 1997-2001

Professional Experience

DICKS SPORTING GOODS, Raleigh, North Carolina
Clerk

- Managed accounts payable and receivable; participated in and completed numerous projects in the local area

NEW DIRECTIONS COMPUTER STORE
Customer Service Specialist

- Ensured adequate inventory levels; assisted customers in purchases

Adapted from
www.resumeedge.com/images/samplework/newgraduate1_after.gif