

Adam Gregory
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School Address
123 Residence Hall
Notre Dame, IN
901-555-5555

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456 Anystreet
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901-555-5555

EDUCATION

University of Notre Dame, College of Engineering
Notre Dame, IN
Expected Graduation Date: May 2010
Bachelor of Science, Mechanical Engineering

Germantown High
Germantown, TN
Graduated in top half of class
Cumulative GPA 3.2

EXPERIENCE

Administrative Assistant
Mendoza College of Business: Executive Education
September 2009- Present

- Assists in production of EMBA student materials
- Answer and forward calls through office
- Organize refreshments during class breaks
- Assist in filing, copying handouts, and mailing brochures for students

Shipping/Receiving Dock Manager
GreatToys.com
May 2009- August 2009

- Organized and filed paperwork for incoming shipments
- Verified shipment quality
- Entered new product into PKMS inventory tracking system
- Operated a forklift while unloading trucks and storing shipments

Computer Technician and Staff Member
Iconoclast Literary Magazine
August 2008- May 2008

- Magazine was awarded the Highest Honor in the Program to Recognize Excellence in Student Literary Magazines from the National Council of Teachers of English AWARD, one of 47 awarded for 2001
- Responsible for interfacing six computers and two network printers over a standard Ethernet network
- Updated software and techniques to allow for the magazine to be created completely on computer
- Documented useful information for future staff members

Memphis Best BBQ
Concessions and Caterings
June 2006- August 2008

- Assists in various caterings (ranging from 50 to several thousand people)
- Responsible for normal concession operations through the day after initial setup

Italian Restaurant
Cook
June 2005- August 2005

Green Heaven Landscape and Garden Center
Customer Service and Maintenance
May 2004- August 2004

ADDITIONAL SKILLS

- Worked with multiple computer operating systems, including Windows 2000, XP, 95/98, ME, Apple OS 9, and some Linux
- Microsoft Word, Excel, PowerPoint, and Access, ACT!, Adobe Photoshop, Adobe PageMaker

Comment: Only list one address and one phone number.

Comment: Consider the following standard format: Candidate: Bachelor of Science in Mechanical Engineering, May 2010

Comment: The section is a great place to add leadership experiences and other transferrable skills. Examples: high GPA, relevant coursework, internships, leadership positions, or academic distinctions. For samples, refer to the resume guide.

Comment: I would consider removing this and substituting with a leadership experience or academic achievement in high school.

Comment: Consider the following standard format: Cumulative GPA: 3.2. If major GPA is higher than cumulative use the major GPA.

Comment: Switch this order. List the organization on the first line and your title in italics on the second line.

Comment: Assist, not Assists. Also, list specific materials that you have worked on to show breadth of capabilities (online resources, information pamphlets, etc.)

Comment: Compared to the next three bullets, this is clearly the most impressive. Consider expanding on this point and removing the following bullets that don't add value.

Comment: Each bullet should clearly state what you did and the impact it had (preferably quantifiable impact). These bullets lack impact or transferable skill sets.

Comment: Switch this order (See comment 6)

Comment: These two can be combined. Try to quantify your impact. Example: How many shipments per day did you process?

Comment: Was this only one product or a series of products that were added? Unless this is a universally known system, refrain from ment[... [1]

Comment: This is irrelevant to your future career aspirations and is not a transferable skill. Delete it.

Comment: Switch this order. (See comment 6)

Comment: This is a magazine achievement not you own achievement (remove the line).

Comment: Don't say "responsible for", this is one of the weakest ways to begin a sentence. Con[... [2]

Comment: Hard to understand what you actually did. Explain further.

Comment: This is a great experience- expand it to show your true impact.

Comment: Switch this order. (See comment 6)

Comment: Your previous three experiences are much more relevant. Consider removing.

Comment: Never list experiences with no bullets explaining what you did or the impact you ha[... [3]

Comment: Add something interesting about yourself to this section like languages, interests

Comment: Do not just provide a list of computer skills. List your proficiency and expertise in t[... [4]

Comment:

Comment:

Comment: Add