

Features of this resume:

- **Table** used to format; SET BORDERS TO BE INVISIBLE ON ACTUAL RESUME!
- **Skills format:** skills from work, fraternity, course projects, semester at sea – summarized to support objective.
- **Margins** = .7 **Font** = Arial 10 (Okay to fit in essential information, but don't go smaller.)

Jacob A. Kelly

600 Jackson St., Apt. C • Blacksburg, VA 24060 • (540) 555-2121 • Email: jakelly@vt.edu
4156 Hawthorne Circle, Reston, VA 12345 (703) 654-3210

OBJECTIVE	Sales management trainee position; goal to lead and train a sales staff
EDUCATION	B.A., Communication Studies, Public Relations Option, Marketing Minor , December 2002 Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA Semester at Sea , Spring 2001 GPA: In-major: 3.3./4.0 Overall: 2.6/4.0 Earned 50% of educational expenses
SKILLS	Marketing / Sales / Promotion <ul style="list-style-type: none">▪ Grossed \$15,000 in three months with summer painting business▪ Raised \$600.00 in advertising space for fraternity folder project▪ Raised \$400.00 for fraternity sponsored car show▪ Cold canvassed community for potential clients▪ Created informational brochure for apartment leasing company▪ Developed advertising campaign for class project Management / Training / Organizational Ability <ul style="list-style-type: none">▪ Managed daily activities of own painting business including renting/purchasing equipment and supplies, hiring assistants, budgeting, payroll▪ Arranged client contracts for painting business▪ Assisted in organizing talent show and benefit auction for Semester at Sea▪ Coordinated sales presentation strategy for fraternity car show and trained others in sales techniques▪ Trained new restaurant employees▪ Aided in refurbishing and renovating a restaurant▪ Performed restaurant duties ranging from busboy to night manager Communications / Language / Creative Projects <ul style="list-style-type: none">▪ Created multimedia presentation using slides, music, and narration to brief incoming Virginia Tech students during orientation▪ Developed sales presentations and assisted with advertising campaigns including radio spots, newspaper ads, billboards, posters, brochures▪ Designed and distributed flyers for painting business▪ Traveled around the world with Semester at Sea and used conversational Spanish skills
WORK EXPERIENCE	Self-Employed , (Partnership) Sunrise Painters, Reston, VA, Summer 2001 Waiter , Leonard's of Washington, Washington, DC, Summers 1999, 2000, 2001
ACTIVITIES	Pi Sigma Epsilon - National professional fraternity in marketing, sales management and selling Theater Arts , Virginia Tech Several roles in: "The Bride," "The Monster and Steven," "If Men Played Cards as Women."