



Sample: Combination Style Resume

Danielle Smith

123 University Drive, St. Louis, MO, 63101, (314) 977-1111, dsmith@tgj.com

Objective

A position in public relations utilizing interpersonal communication skills and creativity

Summary

- Excellent oral and written communication skills
- Effective working both independently and as a team member
- Knowledgeable with all aspects of public relations and marketing concepts
- Personable and persuasive with the ability to establish instant rapport

Education

Saint Louis University, St. Louis, MO

May 2004

Bachelor of Arts in Communication, Minor in Psychology

GPA: 3.6/4.0

Work Experience

Student Intern Saint Louis University St. Louis, MO 2003-Present

- Partner with program director writing and editing brochures and advertisements on leadership and community service activities
- Trained 10 new students and facilitated orientation program regarding job duties
- Generate new ideas to update department's website

Sales Associate May Company St. Louis, MO 2001-2003

- Sold merchandise to clients, increasing monthly sales by 25%
- Resolved customer complaints and problems in a positive manner
- Implemented customer service questionnaire which improved buyer satisfaction

Sales Consultant J. C. Penney Co. Inc. St. Louis, MO 1999-2001

- Recommended and sold clothing items to customers
- Developed customer service procedures and training program for staff
- Assisted in training new employees on store procedures

Honors/Activities

- Alpha Delta Pi, President (2003-Present)

