



## **Sample: Functional Style Scannable Resume**

**DANIELLE SMITH**

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### OBJECTIVE

A position in public relations utilizing interpersonal communication skills and creativity

### SUMMARY

Personable and persuasive with ability to establish instant rapport

Excellent oral and written communication skills

Effective working both independently and as a team member

Experience in marketing, sales and promotions

### EXPERIENCE

#### Sales/Customer Service

Sold merchandise to clients, increasing monthly sales by 25%

Resolved customer problems in a positive and professional manner

Implemented new customer questionnaire that improve consumer satisfaction

Developed service procedures and training program for staff

#### Public Relations/Promotion

Promoted fundraising event for American Cancer Society

Designed flyers advertising annual volunteer day for university employees and students

Partnered with program director writing and editing brochures and advertisements on

leadership and community service activities

#### Organization/Administration

Organized filing system to streamline ease of use for office staff

Answered telephones and handled all copy requests for department

Facilitated orientation program on job duties and trained 10 new student employees

### EDUCATION

Saint Louis University, St. Louis, MO

Bachelor of Arts in Communication, Minor in Psychology, May 2004    GPA: 3.6/4.0

### WORK HISTORY

2003-Present    Student Intern, Leadership and Community Service Office, St. Louis, MO

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

1999-2000      Sales Consultant, J.C. Penney Co. Inc., St. Louis, MO

### KEY WORDS

Advertisement, sales, communication, consulting, team, flyers, web sites, computer