



# Augusta Technical College Career Services Sample Résumé—Business

## Heading

Tells the employers where they can reach you. Make sure the message on your voicemail or answering machine (and your email address) are appropriate.

## Job Objective

If you don't choose an objective, the employers probably won't know which job you are applying for. Be specific and leave out the fluff.

## Education

List all relevant education. List your specific program and any honors.

## Experience

List jobs starting from your most recent work experience. Be sure to list most impressive duties first to get the reader's attention. Each experience should start with an action verb.

## References

If you're running low on space, the "References Available Upon Request" statement can be omitted, but have 3-5 references ready on a separate document.

**Tips:** Be sure to emphasize your job-related skills, aim for a one page résumé, and do not describe your duties in long paragraphs.

## Questions?

**Contact Career Services**  
Career Center—1300 Building  
706-771-4146

## I. Can Worke

113 Job Avenue  
Augusta, Georgia 30904  
(706) 555-2468  
icworke@aol.com

## Objective

Seeking an entry-level clerical position in a professional office environment.

## Education

***Business and Office Technology Diploma, Business Office Specialist***  
***Augusta Technical College (Augusta, Georgia)***

Graduated: *October 2008, 3.5 GPA*

Member: National Technical Honor Society

## Skills

Type 60 wpm	MS Word	MS Access	Machine Transcription
PowerPoint	MS Excel	Knowledge of office machines	

## Related Experience

### *Internship*

#### **Hull Story, Augusta, GA**

Spring Quarter, 2008

- Scheduled appointments to show rental properties.
- Prepared correspondence utilizing MS Word.
- Answered telephone calls on multi-line telephone.

### *Office Assistant*

#### **Kirby, Augusta, GA**

May 1998 – July 2007

- Prepared monthly reports on sales and inventory.
- Ordered all office supplies for management and support staff.
- Sent reminders to customers regarding equipment maintenance.
- Operated two-way radio to dispatch service crew.

### *Customer Service Representative*

#### **Wal-Mart, Augusta, GA**

January 1993 – May 1995

Awarded "***Employee of the Month***," June 1994

- Checked out customer purchases utilizing a computerized cash register .
- Verified customer personal check and credit card purchase information.
- Greeted customers as they made purchases in the store.

# Action Words!

**SHOW EMPLOYERS WHAT YOU CAN "DO!"  
USE ACTION WORDS (VERBS) TO DESCRIBE YOUR DUTIES AND  
RESPONSIBILITIES.**

<b>Creative</b>	<b>Clerical</b>	<b>Communication</b>	<b>Financial</b>	<b>Helping</b>	<b>Management</b>	<b>Technical</b>
acted created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	approved arranged catalogued classified collected compiled executed generated inspected monitored operated organized prepared organized processed purchased recorded retrieved screened specified tabulated validated	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	assessed assisted clarified coached counseled demon- strated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented	administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced reviewed scheduled supervised	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded



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[http://www.quintcareers.com/action\\_alpha.html](http://www.quintcareers.com/action_alpha.html)