

John D. Doe
123 Any Street
Anytown, Texas 75200
214 123-1234

WORK EXPERIENCE

Company 2005 – Present

Sales Representative – Copy Products Division

(Denver, CO) 2005-2007, (Dallas, TX) 2007 – Present

- Established new clients and maintained a current client base of 138 accounts.
- Serviced several major accounts such as Arthur Anderson & Co., Baylor Medical Center and Texas Utilities.
- Generated \$354,000 in New Revenue in 2005; \$187,000 in 2006, \$400,000 in 2007, \$425,000 in 2008, \$458,000 in 2009, \$500,000 in 2010
- Achieved percent of annual goal:

130% of 2010	140% of 2009
128% of 2008	130% of 2007
152% of 2006	110% of 2005

Marketing Support Assistant (Dallas, TX)

2000 – 2005

- Provided on-site in-depth training for new copier clients.
- Updated and maintained current client account files.
- Compiled and developed information for the purpose of finding new business via telemarketing and cold calling.

Corporation

1995 – 2000

Marketing Support Assistant (Dallas, TX)

- Provided on-site training for new copier customers.
- Developed new leads by calling on competitive accounts.
- Became proficient with office data processing system.

EDUCATION

The University of Texas at Arlington, May 1994

B.A. in Communication; Business Administration / Marketing (Minor)

HONORS

100% Club every year since 1994

Honor Roll, University of Texas – Arlington, Spring 1990

Member Order of Omega (Honorary Fraternity)

Member Fraternity, President

Distinguished Greek Award Recipient

Deans List, McMurray College, Spring 1988

ENTRY LEVEL RESUME—Entry level resumes need to be simple but powerful. Hiring authorities know you are relatively entry level so don't expect a ten year history. However, it needs to be clean, crisp, and to the point. The major message of an entry-level resume needs to be: "These were my successes in school and during school. I will therefore, be just as diligent and successful in my work (for you) as I did it in my schooling."

The things to emphasize on an entry-level resume are:

- Good grades
- Working your way through college and paying for it yourself
- Athletic competition and successes
- Good grades
- Extracurricular participation—especially leadership positions (i.e. officer in fraternity, sorority, club or organization)
- Good grades
- Summer leadership programs, internships, etc.
- Summer jobs
- Good grades
- Graduating either cum laude, summa cum laude, with honors
- Academic or leadership recognition
- Good grades

You'll notice I mention good grades often. In spite of my own Ph.D., my undergraduate grade point was only 2.8. I had a blast as an officer in my fraternity, working two or three jobs at a time to earn money, as well as devoting tons of time to playing rugby. I know now that these are ***lousy excuses*** for less than what I was capable of doing in the grades department. Kinda sad! However, the greatest blessing I received from undergraduate school was meeting my wife, Chrissy. But, I still could have studied harder.

If you are a student, next to your relationship with God and your family, the most important thing you can do is to be ***smart***. The best companies want to hire hard-working, smart people. Very few things beat being smart. Hard work can out run being smart. But if you are both hardworking and smart, life will be easier.

Hiring authorities, right or wrong, speculate on how smart you are by your grade point.

If your grades are good, emphasize it. Don't try to defend lousy grades, but do offset them with work or leadership positions.

The following is our son, James' resume upon graduating from Wake Forest University in 2008. He takes after his mother, getting good grades as well as demonstrating leadership.