

*Effective Resumé Sample:*

**ELIZABETH C. INTERN**

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**OBJECTIVE** To obtain an internship in the field of TV production

**EDUCATION** North Carolina Central University Durham, NC  
 Bachelor of Arts in **Communications** May 2011  
 Minor in **Business**  
 Cumulative GPA: 3.4 Major GPA: 3.8

**HONORS & AWARDS** Dean's List: Spring 2007 – Present  
 Academic Achievement Scholarship

**COURSEWORK** Understanding; Television Film/Video I & II; Theories of Media & Society

**RELEVANT EXPERIENCE**

**YTV** Raleigh, NC  
*Production Intern* February 2008 – Present

- Assist production team with various aspects of post, field and studio production
- Help develop daily schedule for on-air production
- Operate still camera for segments on "Request A Video Live"
- Attend and contribute at producer meetings weekly
- Collaborate with supervisor on various special projects

**Live with Randy and Katie** New York, NY  
*Intern* September 2007 – January 2008

- Learned camera and audio techniques for studio and field production
- Assisted producers with various administrative tasks such as the hosts' morning chat
- Dubbed and organized show tapes for processing
- Provided excellent customer service in a fast-paced environment

**ADDITIONAL EXPERIENCE**

**NC Central Office of Residential Life** Durham, NC  
*Resident Assistant* August 2007 - Present

- Create a sense of community among 48 residents through educational and social programs
- Serve as a leader, mentor, mediator and counselor by responding to personal concerns and difficulties of residents on both an individual and group basis
- Collaborate with a team of seven to revise campus policies and securities

**Apple Republic** Greensboro, NC  
*Sales Associate* January 2003 – March 2005

- Provided excellent customer service to store patrons regarding merchandise selection and purchases in the Women's Department
- Assisted department manager with sales promotions and arranged store displays
- Managed cashier duties including purchases, exchanges, returns and reconciled transactions

**ACTIVITIES**

**PARTy** (Peers Advocating Responsibility) September 2007 - Present

- Promote social responsibility on the North Carolina Central University campus through programs with a focus on the effects of drugs and alcohol

**Intramural Tennis** July 2006 – Present

- Assist coach with practices and coordinate campus sports events

**SKILLS**

Language: Conversational in Greek and Spanish  
Other Software: Proficient in MS Word, Excel; Knowledgeable in PowerPoint and Publisher  
Video editing software: Final Cut Pro and Avid

**INTERVIEWING SKILLS**

*The Conversation:*

Think of your interview as a formal conversation. Be open and talk about your strengths, experiences and how you plan to make a lasting impact within the company or organization. Give key examples of your accomplishments. Let them know that you want the job.

**INTERVIEWS ARE...**

- A two-way street for communication
- A learning opportunity for you and the organization
- A way for the employer to see if you are a good fit and for you to see if the organization is a good fit for you

**INTERVIEW PREPARATION**

*Self-Assessment:* Think about your key strengths. Which of your strengths and skills best fit the job or internship? What achievements do you want to highlight? Will the experience assist with your career goals?

*Research:* Do you know the mission of the business or organization? Have you visited their website to learn more about key projects or programs that are current to the organization?

Are you familiar with the historical makeup of the organization? Is this a panel interview? If so, find out how many interviewers to plan for.

**Practice:** Schedule a Mock Interview with a counselor in Career Services and Outreach. Review and practice answering questions listed below. **PRAC-TICE, PRACTICE, PRACTICE!**

**Find Location:** Make sure you know and are familiar with the location of interview. Arrive 10-15 minutes early. Never arrive late!

**COMMON TYPES OF INTERVIEWS:**  
**Telephone (20-60 minutes):** Screens for minimum qualifications

**Behavioral Based:**  
Interviewer tries to determine how you will react in prescribed situations

**Informational:**  
Learn from someone employed in the field of interest

**Case:** Used by management consulting firms and investment banks to solve interesting business problems

## *Functional Resumé Sample:*

### **Keith Smith**

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919-555-5555 • [keith.smith@emailaddress.com](mailto:keith.smith@emailaddress.com)

#### **PROFILE:**

Accomplished advertising and marketing professional with demonstrated success in the public and private sectors. Experienced in generating sales leads, training and developing sales teams, and creating marketing campaigns.

#### **MARKETING EXPERIENCE:**

##### **MTV.COM** New York, NY

*Vice President, Advertising Sales* 2008 - Present

Manage and develop sales team of 10 employees. Build and maintain client relationships. Make cold calls, meet with clients, produce sales reports and present results. Develop new music Internet sales initiative to coordinate with on-air promotions. Generated strong sales leads, and grew Internet advertising by 70 percent.

##### **HARRISON CORPORATION** New York, NY

*Special Events Coordinator* 2006 - 2008

Created and coordinated special events and promotions for a Fortune 500 financial services corporation. Managed \$42,000 marketing budget. Developed and evaluated event and marketing proposals. Handled charity fundraising, corporate image positioning, and community outreach activities. Acted as a liaison between company and city organizations, media and vendors.

#### **FUNDRAISING EXPERIENCE:**

##### **AMERICAN HEART ASSOCIATION** Washington, DC

*Campaign Director* 2004 - 2006

Directed complete direct-mail fundraising campaign (\$350,000). Formulated policy in the areas of scheduling, list billing, coding and testing. Wrote campaign letters and ordered all campaign material. Trained and supervised up to 40 office volunteers. Maintained campaign records and tested new materials. Acted as committee chairperson for regional meetings.

##### **AMERICAN CANCER SOCIETY** North Carolina, NC

*Development Assistant* 2002 - 2004

Assisted statewide chapters in coordinating fundraising campaigns. Contacted potential donors and created database identifying target sponsors. Efforts resulted in over \$25,000 in pledges.

#### **EDUCATION:**

##### **NORTH CAROLINA CENTRAL UNIVERSITY** North Carolina, NC

Bachelor of Arts in History, summa cum laude May 2002

#### **COMMUNITY SERVICE:**

**BIG BROTHER**, Mentor 2004 - present

**HABITAT FOR HUMANITY**, Volunteer Team Leader 2002 - present

#### **SKILLS:**

MS Office (Word, Excel, Outlook, Access, PowerPoint), CorelDraw, QuarkXPress, PageMaker, ACT, Claris FileMaker, FrontPage, and HTML. Conversational French.