**REILLY REDBIRD**

123@xyz.com

456 Main Street

Any Town IL 12345

000-000-0000

**OBJECTIVE**

To obtain a sales position with XYZ company where sales-related experience and interpersonal skills may be utilized

|  |  |  |
| --- | --- | --- |
| Illinois State University | **EDUCATION** | Normal, IL |
|  |
| Bachelor of Arts |  | May 20XX |
| **Major: Public Relations** | Minor: Spanish | Cumulative GPA 3.0/4.0 |

* Contributed 80% of college tuition and expenses by working full-time while taking classes

**SALES SKILLS**

* Contributed to increasing the average dollar sales at retail organization through product knowledge, demonstration, and point-of-sale recommendations
* Participated in group project to prepare promotional materials and advertising for

the purpose of recruiting new members into the university’s Student Alumni Association

**COMMUNICATION SKILLS**

* Created and edited press releases for Pittsburgh-based hospital; composed feature, sports, and editorial pieces for the ISU student newspaper; worked with Student Orientation Staff
* Conducted weekly meetings and presentations with sorority representatives and Greek Life Coordinator in preparation for Panhellenic Rush involving several hundred students

**ORGANIZATIONAL AND MANAGERIAL SKILLS**

* Handled purchases and returns, prepared in-store marketing for a national retail corporation, trained new employees, performed business transactions, and provided effective customer service at a restaurant
* Worked directly with Greek Life Coordinator for one year to coordinate and carry out sorority recruitment
* Effectively acclimated a community of 20 freshmen women to college life through regular interpersonal and group contact, educational and social programming, and enforcement of college policies

**WORK HISTORY**

Allegheny University Hospitals Pittsburgh PA Summer 20XX

**Communications Intern**

Bath & Body Works Bloomington IL September 20XX - May 20XX

**Sales Associate**

Illinois State University Normal IL Fall 20XX - Spring 20XX

**Resident Assistant**

Lou’s Restaurant Reese IL September 20XX - April 20XX

**Manager**

**LEADERSHIP/SERVICE**

National Social Sorority, Illinois State University Spring 20XX - Present

* Chair, Public Relations and Executive Board, Panhellenic Council

Passages - Student Orientation Staff Fall 20XX - Present