

Sample Resume –INTERNSHIP– BUSINESS MAJOR

Caryn E. Johnson

1134 N. 13th St.
Milwaukee, WI 53442
(414) 289-4857 (School)

3295 N. Harvey Street
West Allen, CT 43958
(898) 985-6857 (Home)

OBJECTIVE Seeking a summer internship in the marketing field.

EDUCATION MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science Degree in Business Administration
Specialization: **Marketing**
Graduation Date: May, 20xx G.P.A. 3.0/4.0

Related Courses

Marketing Research	Promotional Strategy
Consumer Behavior	Sales Management

Class Project

Prepared promotional materials for one university department.
Included designing logo, brochure, database for mailing and follow-up survey.

Computer Skills

Macintosh and IBM operating systems plus Windows,
Microsoft Office

EXPERIENCE

Summer 20xx

J.C. PENNY CO., Milwaukee, WI

Customer Service Representative

- Processed customers returns and exchanges
- Handled telephone inquiries and complaints. Due to excellent phone skills with customers, promoted to handle customer complaints in house.

Part-time
Summers
xx-present

CENTURY INN RESTAURANT, Milwaukee, WI

Waiter

Assistant Manager

- Promoted to Assistant Manager after six months
- Trained new waitresses and busboys
- Acted as cocktail hostess when needed
- Ran tapes and tallies when manager not there

**AWARDS/
ACTIVITIES**

- Business Marketing Association, Treas.
- Hall Council Floor Representative
- Volunteer Coordinator – Special Olympics
- Marquette Scholarship (3 years)

References Available Upon Request.