

**Kelly M. Wright**  
kmwright@aol.com -----

Use an e-mail address that is professional and suitable for an employer to use (e.g., a shortened version of your name).

Current Address  
Howick Hall, Box #350  
Muncie, Indiana 47306  
(765) 555-2183

Permanent Address  
1440 Timber Lane  
Sidney, Ohio 45365  
(937) 555-2081

List only college experiences and spell out the name of your degree as well as the entire university name.

**EDUCATION** -----

Bachelor of Arts, Expected May 2011 -----  
Ball State University, Muncie, Indiana  
Major: Telecommunications, Sales and Promotion option  
Minor: Marketing  
GPA: 3.1/4.0 -----  
Honors: Ball State University Presidential Scholar; Dean's List (1 semester) -----

List the date of graduation only, not when you started.

List your grade-point average only if it is above a 3.0.

Honors are optional.

**WORK EXPERIENCE** -----

**Student Assistant**, August 2007-present  
*Ball State University Bracken Library*, Muncie, Indiana

- Advise library patrons with circulation concerns, such as check-out policies, renewals, and hours of operation
- Answer the phone to handle patrons' questions regarding library services
- Provide assistance with printers and copy machines when problems arise

Remember to list your position title, dates of employment, name of the employer, and the city and state.

**Crew Leader**, October 2006-August 2007  
*Jimmy Johns*; Sidney, Ohio

- Assisted with hiring of new employees and trained new Crew Leaders
- Prepared food for customers and maintained quality customer relations
- Arranged store displays and promotional items
- Demonstrated leadership during store ownership change

Begin each accomplishment statement with a strong action verb. Accomplishment statements should describe your responsibilities while you worked.

**Box Office Attendant**, Summers, 2006-2007  
*Kerasotes Theatres, Cinema 7*; Sidney, Ohio

- Sold and distributed movie tickets to patrons
- Maintained accurate cash drawer and recorded box office sales

**ACTIVITIES** -----

**WCRD-FM**, promotions team member; October 2007-present  
**Howick Hall Council**, member; September 2007-May 2008  
**Intramural Softball**, Howick Hall team member; March 2007-April 2008  
**4-H**, club president, July 2004-July 2006; member, January 1999-July 2007  
**Sidney High School Class of 2005**, vice president; August 2003-June 2007  
**Sidney High School Swim Team**, member; October 2002-March 2006  
**Wilson Memorial Hospital**, Sidney, Ohio, volunteer, January 2004-July 2006

As you get more involved on campus, replace your high school activities with college activities.