

Alan B. Citadel

Citadel: MSC #, 171 Moultrie St. Charleston, SC 29409 843.953.0000 name@citadel.edu

Home: 1234 Anywhere St. City, ST 12345 123.456.7890

- OBJECTIVE:** An entry-level position in management and/or sales.
- EDUCATION:** Bachelor of Science, Major: **Health, Exercise, and Sport Science**, GPA ___/4.0
The Citadel, The Military College of South Carolina, May 2010
- SKILLS:** Time Management Organizational Critical Thinking
Teamwork Interpersonal Presentation
- EXPERIENCE:** *Warehouse Manager/Delivery*, XYZ Services, City, ST 2009-2010
- Delivered Sears appliances to customers all around South Carolina
 - Installed appliances for customers
 - Utilized time management skills
- Physical Therapy Intern*, HEALTHSOUTH, City, ST Summer 2008
- Got hands-on experience in an outpatient clinical setting
 - Logged over 100 hours of volunteer work experience
- Cashier/Stocker*, Bi-Lo, City, ST 2005-2007
- Communicated with associates and customers to accomplish tasks
 - Stocked and organized grocery items
 - Ensured customer service satisfaction
- LEADERSHIP:** **South Carolina Corps of Cadets**, The Citadel
Delta Company Academic Officer, 2009-2010
- Solely responsible for the academic performance of over 100 cadets
 - Created and enforced academic enhancement programs for fourth-class cadets
- Health, Exercise, and Sport Science Majors Club President*, 2009-2010
- Created and organized fundraising projects to benefit the HESS department
 - Represented The Citadel in AAHPERD national conference in March 2010
- COMPUTER SKILLS:** MS Words MS PowerPoint MS Excel MS Access
- HONORS/ ACTIVITIES:** Health, Exercise, & Sport Science Club President
Health, Exercise, & Sport Science Club Vice President
Dean's List
American Alliance for Health, Physical Education, Recreation, and Dance
2006-2007 NASPE Outstanding Major of the Year
Phi Kappa Phi Honor Society
Varsity Wrestling Team Captain (HS)
- INTERESTS:** Sports Physical Fitness Fishing Family

References: Available Upon Request

Martin M. Citadel

School:

MSC #, 171 Moultrie St.
Charleston, SC 29409
843.953.0000

Permanent:

1234 Street
Anywhere, SC 12345
123.456.7890

email@Citadel.edu

OBJECTIVE: An entry-level position in pharmaceutical sales.

EDUCATION: *The Citadel*, The Military College of South Carolina
Bachelor of Science: Physical Education (Health and Wellness) May 2010

Pharmaceutical Preceptorship

Merck and Company Inc. and Pfizer Incorporated City, ST

Sept. 2009- Dec. 2009 Increased knowledge about territory management, marketing, and targeting

Jan. 2009- Apr. 2010 Observed day-to-day sales activities

COURSES:

Human Anatomy	Biomechanical Kinesiology
Human Physiology	Health and Epidemiology
Exercise Physiology	Nutrition
Professional Selling	Developmental Psychology
Public Speaking	Sociology

SKILLS:

Management	Selling
Time Management	Presentation
Focus and Determination	Organizational
MS Windows 95	MS Excel
MS PowerPoint	MS Word 97

EXPERIENCE: *Sales:* Pre-Paid Legal Services Inc., City, ST Summer 2009

- Sales Associate
- Attended informative training sessions on sales techniques
- Performed presentations on the Pre-Paid Legal product

Labor/Sales: ASWA Auto Warehouse, City, ST Part-time 2003-2004

- Pulled sales tickets
- Conducted inventory
- Stocked incoming shipments
- Interacted with customers daily

HONORS & ACTIVITIES:

Academic Dean's List (__ GPA)	American Alliance for Health Education
Air Force ROTC Leadership Program	South Carolina Student Association
Cadet Chorale	American Alliance for Health, Recreation, and Dance
Delta Company Executive Officer	

Professional Selling Video and References Available Upon Request

Norman N. Citadel

Citadel: MSC 000, 171 Moultrie St., Charleston SC 29409 843.953.0123 name@citadel.edu

Home: 12345 State Street, City, State 12345

- OBJECTIVE:** To obtain a position in athletic management/sports administration.
- EDUCATION:** **Bachelor of Science: Health, Exercise and Sports Science**
Concentration in Sports Management/Administration
The Citadel, The Military College of South Carolina, May 2010
- SKILLS:** Athletic Game Day Management Presentation Analytical
Time Management Writing Selling
Organizational Supervisory Interpersonal
- EXPERIENCE:** *Athletic Intern*, The Citadel Athletic Department, City, ST 2006-Present
♦ Assist in Ticket Office operations.
♦ Ensure customer satisfaction.
♦ Enrich experience through work in Sports Information Office.
♦ Obtain game day management skills.
- Athletic Field Supervisor*, Parks & Recreation, City, ST Summer 2008
♦ Responsible for facilities management.
♦ Oversaw officiating crews and coaches during all events.
♦ Controlled use of equipment at all facilities.
- Consignment Ticket Manager*, 2008 Southern Conference Basketball Tournament, City, ST February 2008
♦ Oversaw the collection and distribution of all consignment tickets.
♦ Organized ticket accounts for all Southern Conference schools.
♦ Enriched interpersonal skills through relationship with Bi-Lo Center Box Office.
- Sales Associate*, Atlanta Falcons, City, ST Summer 2007
♦ Utilized professional selling skills to increase season ticket sales.
♦ Developed interpersonal skills through on-site sales events.
♦ Handled monetary transactions necessary for new season ticket accounts.
- COMPUTER SKILLS:** MS Word MS PowerPoint MS Excel MS Access
Pagemaker Data Mining e-Commerce
- HONORS/ ACTIVITIES:** Health, Exercise & Sports Science Club President
President, SC Student Association Junior Class Board of Directors
Dean's List (3.2 GPA) Captain, Citadel Rugby Team
Varsity Wrestling Junior Achievement Instructor
- INTERESTS:** Weightlifting Camping Travel Literature

References Available Upon Request

George G. Citadel

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Charleston, SC 29409
843.953.0000

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email@Citadel.edu

OBJECTIVE: Obtain a position in sales or management

EDUCATION: **The Citadel**, The Military College of South Carolina
Bachelor of Science in Health, Exercise, and Sport Science
(Sports Management) May 2010 GPA major ___ Cumulative ___

SKILLS: Time Management Research Supervision
Interpersonal Coordination Presentation
Sales Customer Service Analytical

EXPERIENCE: Sales Associate, (April 2009-August 2009)
The Bakery, City ST
* Trained and supervised new employees
* Sold new accounts and delivered product to customers
* Developed strong sales and supervisory skills
* Demonstrated excellent customer service skills

Sales Associate, (May 2007-June 2009)
The Bar & Grill, City ST
* Worked with quick books and other programs
* Provided the inventory sheets
* Maintained business financial records
* Responsible for the weekly payroll and scheduling

COURSE WORK: Human Anatomy Human Physiology Accounting
Business Law Physiology of Exercise
Kinesiology Care and prevention of athletic injuries

COMPUTER SKILLS: MS Word MS Excel MS Power Point
MS Access Word Perfect Quick Books Windows

HONORS & ACTIVITIES: Secretary of Majors Club 2010 Board of Directors
Summerall Guard The Citadel's 12th Man
Rugby Team Match Secretary Junior Achievement
Army ROTC Leadership Program John Ancrum SPCA, Charleston
Executive Officer, The Citadel Scuba Club
SC Corps of Cadets Student Leader: Cpl., Sgt., <.

INTERESTS: Golf Physical Fitness History Reading

REFERENCES: Available Upon Request