

YOUR NAME

100 Tree River Lane, City, ST 12345 • 111-222-3333 • name@gmail.com

This [Student Resume Template](#) is an example of how to present your resume in an outline format. You should modify the content and headings to suit your needs. For more information and [resume tips](#), visit Vertex42.com. Delete this paragraph.

OBJECTIVE	A career with ABC Insurance Agency as an enthusiastic insurance sales representative	
SUMMARY OF QUALIFICATIONS	<p>My recently completed education and previous summer internship have provided me with the skills, market preparation, and entrepreneurial spirit necessary for a successful career with ABC Insurance. As an ABC representative I will effectively utilize my:</p> <ul style="list-style-type: none">• Passion for making a difference in individual clients' lives• Personable phone skills and work relationships• Enthusiasm for commission-based compensation• Coachable, competitive spirit	
EDUCATION	<i>Bachelor's in Marketing</i> State University, City, ST 3.51 GPA	1997 - 2001
	<i>Applicable Courses at State University</i> Marketing 450 – Consumer Behavior and Negotiations <ul style="list-style-type: none">• Understanding consumer buying intentions• Motivating positive customer interactions Marketing 440 – Entrepreneurial Marketing <ul style="list-style-type: none">• Cause and effect of commission based sales• Time management and self motivation Economics 400 – Economics of Strategy <ul style="list-style-type: none">• Studied economic impact of competitive markets and decisions• Member of five person strategy team that took 2nd place out of 10 teams	
WORK EXPERIENCE	<i>Summer Intern Insurance Associate</i> Somewhere Life and Casualty Co., City, ST	Summer 2000
	<ul style="list-style-type: none">• Called clients and communicated policy benefits, changes, and potential upgrades• Received performance bonuses resulting in 75% more earnings than the average intern• Managed my time and priorities to maximize results during normal business hours• Awarded “Best of Class” plaque at the conclusion of the summer internship	
	<i>Shift Manager</i> Fast Food Restaurant, City, ST	1998 - 2000
	<ul style="list-style-type: none">• Taught new crew workers their responsibilities• Motivated and encouraged restaurant crew during stressful work times• Resolved conflicts and concerns between crew workers and with customers	
LANGUAGES	Bilingual: English and Spanish	
ACTIVITIES AND INTERESTS	Scouting (Eagle Scout), Computers, Cycling	
REFERENCES	Available upon request	

