

**Shirley Smith**  
**123 Main Street**  
**North Dartmouth, MA 02747**  
**(123) 456-7890**  
[ssmith@umassd.edu](mailto:ssmith@umassd.edu)

## **OBJECTIVE**

Seeking an entry-level position in business management

## **EDUCATION**

University of Massachusetts Dartmouth – North Dartmouth, MA  
Bachelor of Science – Management  
Graduated: May 20xx  
GPA: 3.50

## **INTERNSHIP**

June 2011 – August 2011  
ABC Communications – New Bedford, MA  
Summer Intern

- Awarded best campaign of competing teams
- Partnered with design intern to create and execute two sell sheets, one print ad and one postcard
- Wrote radio script submitted with campaign proposal and assisted in other writing assignments

## **HONORS & AWARDS**

Dean's List every semester  
John and Abigail Adams Scholarship

## **SKILLS**

Computer: Microsoft Word, Microsoft Access, Microsoft Excel  
Language: Fluent in Spanish

## **EMPLOYMENT**

September 2010 – present  
Dunkin Donuts – Dartmouth, MA

- Built satisfied customer relationships
- Trained a total of 20 new employees

May 2009 – September 2011  
Server, Hostess, Expeditor, Busser  
Chili's Bar and Grille – Foxboro, MA

- Created customer base and close relationships with patrons
- Provided prompt service while taking orders and serving food

## **VOLUNTEER WORK**

June 2011 – present  
Peer Educators Network – Plymouth, MA  
Tutor

- Tutored children ranging in ages 7-12 in English and reading comprehension
- Prepared and distributed after-school snacks

## **REFERENCES**

Available Upon Request