

SAMPLE: Combination Resume. This career-changer wants to highlight her childcare education. Her focus is on management and childcare.

Maya Poppins

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EDUCATION

Associate in Applied Science – Child Care

Moraine Valley Community College, Palos Hills, Illinois

Anticipated 2008

Course Work: Developmental Psychology, Early Childhood Education, Language Development, Health-Safety-Nutrition, Creative Activities, Business Basics.

- CPR and First Aid Certified

Maya wanted to highlight her transferable skills.->

SUMMARY OF QUALIFICATIONS

- Demonstrated commitment to children and the early childhood field.
- Strong knowledge of stages of emotional, cognitive and social development of children.
- Demonstrated ability to work in partnerships with customers and families.
- Created and illustrated award-winning children's books.
- Great ability to manage multiple tasks and teach others effectively.
- Over seven years of management experience, which increased profits by 80%.

CHILD CARE EXPERIENCE

Teaching Intern, KinderCare, Palos Hills, Illinois

6/2007- Present

- Work as a member of a cooperative team in order to provide an appropriate educational program for groups of 10-12 children.
- Ensure that the policies of the department are implemented in providing appropriate care and educational programs for children.

Childcare Provider, Collins Family, Palos Hills, Illinois

5/2000-5/2002

- Responsible for the coordination of activities for three children on a daily basis.
- Prepared healthy meals and snacks ; encouraged good hygiene.
- Attended to the needs of children with dedication and attentiveness.

Here, she lists where her skills were obtained and provides a description for the relevant experience.

MANAGEMENT AND CUSTOMER RELATIONS EXPERIENCE

Manager, Children's Place Clothing Store, Orland Park, Illinois

6/2003-Present

Assistant Manager, Unicorn Children's Books, Orland Park, Illinois

6/2000-10/2007

Descriptions are not given here, because relevant skills were discussed above.

Charles Kohler

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Education

Bachelor of Arts in Journalism, May 2007
Area of Emphasis: Advertising and Public Relations
Purdue University, West Lafayette, IN

Relevant Courses

Media Planning	Mass Media and the Consumer
Copy and Layout	Survey Research
Publicity Media and Methods	News Writing and Reporting

Media-Related Experience

Milwaukee Journal, Communications Intern: Milwaukee, WI

Advertising

- Wrote and proofread copy for ads with circulation of 75,000
- Sold and serviced accounts in fast-paced environment
- Computer skills: PageMaker, Quark, Excel, PowerPoint, Microsoft Word

Public Relations

- Generated ideas, interviewed sources, and wrote stories for monthly newsletter
- Facilitated weekly media events and created organizational system for clips
- Coordinated special events with average attendance of 700 and average budget of \$30,000

Professional Development

- Newspaper Education Program: Increased awareness of industry through shadowing all departments
- Attended weekly advertising in-service workshops
- Gained insight into practical applications of advertising and public relations strategies in work environment

School of Journalism, Promotional Campaigns Team Project: Purdue University, West Lafayette, IN 2005

- Developed ad campaign for local organization, learning advertising strategies
- Collaborated with colleagues to research organization, develop campaign, and create plan book

Customer Relations

Receptionist: Student Orientation Programs, West Lafayette, IN	Jan. 2005 – May 2007
Sales Consultant: Fontana Sports Store, West Lafayette, IN	Oct. 2003 - Nov. 2004
Waitress: Ideal Café, Northfield, MN	Summers 2005, 2006

Activities and Organizations

Campus Newspaper, <i>Daily Cardinal</i> , Advertising Manager	Academic 2004 -2007
Society of Professional Journalism Students	Academic 2004 - 2005

Charles highlights a class project within his Experience section due to limited experiences in marketing.

Summer 2006
The header directly relates to the desired job and the focus is on the skills pulled from the internship.