

John Smith

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Minimum 16pt font

Email Address should be professional

SHRM ALOHA CHAPTER SAMPLE

OBJECTIVE

Write a one to two sentences summarizing your area of expertise and career interest. Be specific if applying for a particular position. Objective is not necessary if you are including a cover letter.

Have visual separator with a line or a space

EDUCATION

Shidler College of Business, University of Hawaii at Manoa | Honolulu, HI **May 2015**
Candidate for a BBA Degree in [Major] | GPA: 3.5

Place education before experience for college students

Dean's List for 5 Semesters

University (**BOLD**) | City, State
Degree (*Italicized*)

Kapiolani Community College, University of Hawaii | Honolulu, HI **May 2014**
AA Degree in Liberal Arts | GPA: 3.5

May include Dean's List awards and relevant course work in bullet-points

EXPERIENCE

Company Name | Honolulu, HI **May 2014 – Present**

Job Title

- List your top 2-4 job responsibilities and duties.
- Use action verb to describe your accomplishments.
- Example: "Researched employee issues with regards to payroll and benefit questions by contacting appropriate department and reviewing the company handbook and policy."

Company Name | Honolulu, HI **January 2010 – March 2014**

Job Title

- List your top 3-4 job responsibilities and duties.
- Use action verb to describe your accomplishments.
- Example: "Supervised coached and counseled staff of 50 employees."

Organize in reverse chronological order

Internship / Company Name | Honolulu, HI **April 2013 – January 2014**

Job Title

- List your top 3-4 job responsibilities and duties.
- Use action verb to describe your accomplishments.
- Example: "Trained employees on filing responsibilities and coordinated all orientation sessions for new hire."

AWARDS, MEMBERSHIP, AND VOLUNTEER SERVICE

Scholarship/Awards Title **May 2012– Present**

Scholarship/ Award Description

Society for Human Resource Management, Aloha Chapter | Honolulu, HI **August 2013 – Present**

Active Member since December 2013

Name of Volunteer Event | Honolulu, HI **June 2012 – August 2013**

Job Title

- List your top 2–4 volunteer responsibilities and duties.
- Use action verb to describe your accomplishments.
- Example: "Planned and promoted 3 successful fundraising events including an auction, dinner and concert which generated over \$3000 in pledges."

Be consistency—verb tenses, bullets, underline, fonts, indents, etc.

General Note:

- Resume should be conservative, but attractive
- Make sure resume is error free
- Avoid templates
- Use professional font (Arial/ Times)
- Resume is best to fit on one-page for college student.

SKILLS

- Computer Skills – *Proficient in Microsoft Process: Word, PowerPoint, Excel, and Access*
- Writing Skills – *Ability to efficiently produce concise, organized reports, labs and memos.*
- Public Speaking – *Finalist in Speech Debate Competition. Gained confidence and learned to engage audiences with my creative speeches.*
- Language Skills – *Fluent in Spanish reading, writing, and speaking*

References for

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Make sure to let your references know that they are listed

PROFESSIONAL/
PAST EMPLOYER

First & Last Name

Job Title

Company Name

Address, City, State, Zip Code

Phone Number (Work/Home)

Email Address

PROFESSOR

First & Last Name

Job Title

Company Name

Address, City, State, Zip Code

Phone Number (Work/Home)

Email Address

CO-WORKER

First & Last Name

Job Title

Company Name

Address, City, State, Zip Code

Phone Number (Work/Home)

Email Address

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SHRM ALOHA CHAPTER SAMPLE

PERSONAL STATEMENT (If Requested)

Use standard business-letter format

Use your Personal Statement to show your personality

Be concise

Date: [Month] [Day], [Year]

To: **Society for Human Resource Management, Aloha Chapter**
Shidler College of Business, University of Hawaii at Manoa
2404 Maile Way
Honolulu, Hawaii 96822

Dear SHRM Aloha Chapter Executive Board Members,

PARAGRAPH ONE: Write a self-introduction. State your name, class standing, major/minor, your interest and hobbies, and future goals.

PARAGRAPH TWO: Indicate your knowledge of the organization, SHRM, the SHRM Aloha Chapter, or the Human Resource industry. State how you found out about the organization and if you were recruited, indicate who it who the person was and what convinced you or made you interested.

PARAGRAPH THREE: State why you are interested in becoming a member of the SHRM Aloha Chapter, and what you hope to gain from it. Indicate your time availability and if you have the commitment to achieving Active Status in the chapter.

Respectfully,

John Smith

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SHRM ALOHA CHAPTER SAMPLE

COVER LETTER (If Requested)

Use standard business-letter format

Use the Cover Letter to show your personality

Try not to start every other sentence with "I" or "My"

Be concise

Date: [Month] [Day], [Year]

To: **First & Last Name**
Job Title
Company Name
Address, Suite #
City, State, Zip Code

Dear Mr./Mrs./Ms. [Last Name],

PARAGRAPH ONE: State the reason for the letter, name the position or type of work you are applying for and identify the source from which you learned of the opening.

PARAGRAPH TWO: Indicate why you are interested in the position, the company, its products, services – above all, stress what you can do for the employer. If you are recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out specific achievements or unique qualifications. Try not to repeat the same information the reader will find in your resume. The purpose of this section is to strengthen your resume by providing details, which bring your experiences to life.

PARAGRAPH THREE: Request a personal interview and indicate your flexibility as to the time and place. Repeat your phone number in the letter. End the letter by thanking the employer for taking the time to consider your credentials.

Respectfully,

John Smith

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