

Michelle Riley

PO Box 3224 Shelby, MS 32246

662-661-3972

mlriley@email.net

SUMMARY OF SKILLS

Strong Computer Skills • Effective Leadership Capabilities • Management Experience
Detail Oriented • Enjoys New Challenges • Proven Ability to Motivate Individuals

EDUCATION:

20xx-Present	Delta State University Bachelor of Business Administration Double Major: Management & Marketing Anticipated Graduation Date: May 20xx	Cleveland, MS
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EXPERIENCE:

20xx-Present	Willow 166 <i>Associate Manager</i> <ul style="list-style-type: none">• Design and construct window displays; increasing sales by 30 %• Assist customers with purchases• Select apparel and accessories for monthly advertisements• Coordinate daily bookkeeping• Conduct interviews for part time and seasonal employees	Cleveland, MS
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20xx-Present	Delta State University <i>President, Student Business Association</i> <ul style="list-style-type: none">• Assisted in re-establishing the club after it became inactive• Wrote successful \$500 grant for promotion of College of Business• Revised the club constitution• Planned club events such as dinners and debates	Cleveland, MS
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20xx-20xx	Clark Jewelry & Gifts <i>Sales Associate</i> <ul style="list-style-type: none">• Handled floor sales and assisted customers with purchases• Implemented new gift registry providing on-line access of customer's gift list• Developed special wedding sales promotions• Assisted in selecting and ordering seasonal merchandise	Cleveland, MS
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20xx-20xx	Delta State University School of Nursing <i>Student Office Assistant</i> <ul style="list-style-type: none">• Assisted Dean's secretary in daily office tasks• Provided help to faculty to prepare for classroom lectures• Designed spreadsheet to organize student data	Cleveland, MS
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HONORS & ACTIVITIES:

- Dean's List
- Student Business Association
- Delta Mu Delta, Business Honor Society

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REFERENCES:

Mr. Kevin L. Shelton

Owner

Willow 166

Cleveland, MS 38733

(662) 846-0000

shelton@willow66.com

Mr. George C. Clark

Owner

Clark Jewelry & Gifts

Cleveland, MS 38733

(662) 846-1111

gclark@email.net

Dr. Cooper Johnson

Academic Advisor / Division of Management

Delta State University

Cleveland, MS 38733

(662) 846-2222

cjohnson@deltastate.edu

**Email your resume to the
DSU Career Services' office, and
we'll give it a free check-up!**

**Career Services
Delta State University
careerservices@deltastate.edu
Union 300**

Sample

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September 6, 20xx

Mr. Samuel Wilson
DH Holmes Company
PO BOX 3221
Jackson, MS 39202

Dear Mr. Wilson:

I am enclosing my resume for consideration of the Management position with the DH Holmes Company. I believe that I possess the knowledge, experience, skills, and talent to make a significant contribution to the success of the company's mission, "_____."

I am looking for an opportunity to put my skills and knowledge to use as an effective manager. This position will give me the opportunity to utilize my marketing abilities to help DH Holmes build its customer base and meet sales goals.

I will receive my Bachelor of Business Administration degree in Marketing and Management from Delta State University in 20xx and plan to move to the Jackson area. In addition to studying such valuable courses as _____ and _____, I have learned about management and the sales industry as an active member of the Delta State University Student Business Association. I also offer solid management abilities due to my experience with Willow 166.

I feel that the Management position at DH Holmes Company mirrors my personal interests and abilities. I am excited about the possibility of joining your team and working closely with the company. To provide you with more information about my experiences and education, I have enclosed my resume. Thank you for your time and consideration.

Sincerely,

Michelle Riley

Michelle Riley

Enclosure

Marketing/Management Interview Questions

- Discuss your career progression.
- Give examples of how you have demonstrated leadership inside and outside the work environment.
- What do you want to do (in regard to business function, industry, location)?
- Describe an ethical dilemma faced at work?
- Describe your career aspirations?
- What would you do if you were not given the position?
- What are your long- and short-term goals? Why?
- What activities you are involved in? Why are they important to you?
- Give an example of your experience in the work place.
- Why did you choose your undergraduate major?
- What contributions would you make to a group?
- What is most frustrating at work to you?
- Describe a typical work day.
- Have you worked in a team environment? What were your contributions?
- Discuss any experience you have had abroad.
- How did you choose your job after college?
- What do you do to relieve stress?
- Its ___ years after graduation, what three words would your team members use to describe you?
- Describe a situation where you brought an idea forward, and it failed.
- How do you define success?
- What would you do if a team member didn't pulling his own weight?