

## TARGETED RESUME – “GENERAL”

Sometimes a more general resume is appropriate. This is an excellent “general” resume format for any job seeker. This format may be a good starting point for a first resume. Font: Palatino, 10 point, printed from a PC.

---

### ROSEMARY M. D'ASCONIA

rmdascon@colby.edu

Box 135, Colby College, Waterville, ME 04901 (207) 872-3055

18 Oak Street, Longmeadow, MA 01106 (413) 555-4032

---

**OBJECTIVE:** A January internship in retail merchandising.

#### EDUCATION:

**Colby College**, Waterville, ME

B.A. expected 2006

*Double Major:* English and Economics

*Honors:* Dean's List, every semester

George F. Baker Scholarship - Awarded to students interested in a business career who have demonstrated high qualities of character and motivation, recognition by contemporaries, and superior academic performance.

**Longmeadow High School**, Longmeadow, MA

Diploma 2002

*Honors:* National Honor Society; President, Senior Class.

*Activities:* Varsity Tennis Team; Drama Club.

#### WORK EXPERIENCE:

**Colby College**, Waterville, ME

*Head Resident, Dana Hall*

2004-present

Provide academic and personal counseling, organize social and cultural activities, and serve as liaison with college administration in a coed residence hall of 100 students. Supervise three resident assistants.

*Resident Assistant, Dana Hall*

2003-2004

*Student Assistant, English Department*

2003-2004

Conducted background research and provided administrative support to professors.

**Crocketts Ltd.**, East Longmeadow, MA

*Salesperson*

Summers 2003, 2004

Handled receipt of merchandise, returns to vendor, inventory control, and transportation of merchandise between East Longmeadow and Paxton, Massachusetts stores. Gained experience in special order and floor sales.

*Additional summer employment as a lifeguard, tennis instructor, and waitress.*

#### ADDITIONAL SKILLS AND INTERESTS:

**Foreign Language-** Proficient in spoken and written French; some familiarity with Italian.

**Computer-** Familiar with Macintosh computers using Microsoft Word, Excel, and Filemaker Pro.

**Dance-** Member of Colby Dancers. Performed in Colby productions of "Guys and Dolls" and "A Little Night Music."

**Outdoor Activities-** Member of Colby Outing Club. Enjoy sailing, swimming, tennis, and skiing.

*References available upon request.*