

**John Francis Dooley**  
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*This college senior has no relevant work experience but plenty of talent. The functional resume format presents his degree and major as the prominent information.*

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## Qualifications

*Note the key transferable skill words.  
Each is backed up with solid details in the resume.*

Hard-working and accomplished broadcast major with excellent interpersonal, research, and oral/written communication skills. Solid record of academic performance resulting in Dean's scholarship. Proven ability to work under time pressure and meet tight deadlines. Recognized for ability to think independently and solve problems. High standards of accuracy along with excellent attention to detail.

## Education

**B.S. University of Kentucky** (expected) May 2006  
Lexington, KY  
Major: Broadcast Journalism  
Minor: History  
GPA: 3.26 (Dean's list, Dean's scholarship)

### *Activities:*

- DJ and News Reporter at campus radio station
- Producer/Host of weekly campus sports wrap-up program
- Intern at WLEX, Channel 18, Lexington

### *Special Project/Community Service:*

- Researched and wrote 12-page promotional handbook designed to increase clientele of Lexington's Kid's Korner.

### *Skills Areas:*

- **Communication** – Created and presented accurate and thorough reports of news and sports events under deadlines, developed promotional materials, and wrote advertising/marketing copy.
- **Information Management/Research** – Gathered reliable information through interviews, library investigation, and Internet research.
- **Interpersonal** – Collaborated with others to produce and develop radio broadcasts and prepare reports.
- **Computer** – Developed proficiency in Microsoft Word for Windows and Macintosh and in various customized software programs.

*John includes a detailed subcategory of skill areas, organized into key areas, with bolded headings supported by a summary of accomplishments in each area. This presents him as a versatile, capable prospective employee.*

## Work History

Assistant (work-study) – DataCom, Lexington, KY 2005-2006  
Vendor – Creative Baskets, Richmond, KY Summer 2004  
Cashier – various retail businesses, Greater Lexington, KY 2002-2005