

*(Sample resume: Internship in English, 350-449)*

**SHARON A. SCHMIDLAPP**

**2229 S. Superior St.  
Milwaukee, W 53207  
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**Professional Skills**

**COMMUNICATION AND INTERPERSONAL**

- Four years of customer service at retail store and college athletics department
- Understand and can read French. Speak well enough to be understood

**WRITING**

- Strong command of English grammar, punctuation, spelling, and usage
- Proficient in proofreading, editing, and keyboarding

**COMPUTER**

- Experienced in Word, Excel, Access, FrontPage, PowerPoint, and Quark Xpress
- Comfortable in Adobe Photoshop
- Ability to learn new computer programs and applications quickly, with little instruction
- Experienced and creative in Internet research

**Work Experience**

- Work/study Assistant, Department of Athletics, UW-Milwaukee, Sept. XXXX-present.  
Supervise equipment rental and return. Maintain records of equipment usage damages and repairs/maintenance work. Handle moderate amounts of money and bookkeeping assignments accurately.
- Salesperson, Fleet Footwear, Bayshore Mall, Glendale, Wisconsin, XXXX-XXXX.  
Sold dress, casual, athletic, and work shoes for people of all ages. Assured fit, comfort, and suitability of footwear for planned activity. Maintained records of sales and inventory control.
- Volunteer, St. Luke's Hospital, Milwaukee, Wisconsin, XXXX-XXXX.  
Distributed newspapers and sundries to adult patients; distributed toys and played with patients on children's unit.

**Education**

University of Wisconsin-Milwaukee: B.A., English, expected XXXX

GPA: 3.0. GPA in Major: 3.5

Special courses: Editing and Publishing, Technical Writing, French (four semesters), Document Design, Interpersonal Communication