

## John Smith

### School Address

Department of Study  
University  
City, State 12345  
(000) 111-1111

### Permanent Address

123 Broadway  
City, State 12345  
(000) 111-1111

## OBJECTIVE

A position in Personnel Administration utilizing skills in recruiting, training and compensation.

## EDUCATION

*Master of Science*, Industrial/Organizational Psychology

Rensselaer Polytechnic Institute, Troy, NY

December 1990

THESIS - Job Evaluation: Compensating for Comparable Worth

GPA 3.70

*Bachelor of Science*, Psychology

Utica College of Syracuse University, Utica, NY

May 1987

*Bachelor of Science*, Psychology

Utica College of Syracuse University, Utica, NY

May 1987

## PROFESSIONAL EXPERIENCE

*International Business Machines*

January – August 1990

General Products Division, Tucson, AZ

(Co-op Assignment)

- Developed new selection criteria for applicant screening and selection at GPD Tucson. Conducted job analysis, wrote criteria, identified skill codes for applicant tracking, established rater reliability.
- Interviewed applicants for positions in Assembly, Warehousing, and Direct Customer Response.
- Assistant Co-op Coordinator. Initiated and maintained computer tracking for Co-op program. Organized all co-op seminars and activities, co-op directory.
- Representative on GPD Compensation Task Force. Prepared job descriptions, assigned corporate position code, and submitted for division approval.

*Rensselaer Polytechnic Institute, Troy, NY*

Professional Leadership Program, School of Management

October 1988 – March 1989

- Developed standardized interview to identify early management potential. Generated leadership dimensions and applicant assessment scale.
- Completed 30 hours of interviewer training. Interviewed 75 candidates.

Department of Psychology

May – December 1989

- Trained engineering students in the development of interpersonal skills. Facilitated group interaction, provided individual feedback via application analysis papers.

*New York State Department of Mental Health*

September – December 1989

Bureau of Management and Program Evaluation, Albany, NY

- Conducted research to identify key evaluation factors in the statewide investigation of Intensive Care Facilities for disabled persons.

*Colonie Center Shopping Mall*  
Albany, NY

January – June 1989

- Served as consultant for new management team in techniques for managing change.
- Developed and administered organizational climate survey.
- Facilitated management-employee feedback sessions.

### **COMPUTER SKILLS**

Experienced in SPSS, BMDP statistical packages; LOTUS 1-2-3, Personal Editor

### **PUBLICATIONS**

- “Job Analysis - A True Picture,” Journal of Headhunters, Vol. 5, Number 3. Fall 1990
- “The Fine Tuning of Interpersonal Skills,” Journal of Recruiting/Hiring, Vol. 16, Number 7, August 1990

### **MEMBERSHIPS**

American Psychological Association, Student Affiliate  
Vice President of Activities, RPI Weight-training Club  
Chairperson, Entertainment Committee, Utica College  
Latin-American Student Union, Utica College  
Member All-American Nautilus

### **HONORS**

Full tuition assistantship, Rensselaer Polytechnic Institute  
PSI CHI National Honor Society  
PHI THETA KAPPA National Honor Society

### **INTERESTS**

Classical piano, jazz, bodybuilding/aerobic exercise, cooking, dancing