

Sample Resumes- Displaced Homemaker

Christine stayed home to raise her children from 1978-1991. She then went for an AA degree and now is ready to seek employment. Note how she downplays employment history in favor of school courses.

**Christine C. Harrison**

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Home Phone  
(716) 862-7421

**CAREER OBJECTIVE**

A challenging and rewarding position within a growing organization in the field of *Business Management* which will utilize my skills, experience and education, as well as offer growth opportunity.

**EDUCATION**

Associate Degree: Business Management — March, 1993  
Honors: *Dean's List — All Quarters — G.P.A. 3.9/4.0*  
GENESEO JUNIOR COLLEGE

**RELEVANT SKILL AND COURSES**

- **Management**  
Demonstrated competencies in management; Management Decision Making, Credit Management, Sales Techniques and Operations Management.
- **Communication**  
Excellent public relations with effective verbal and written communication ability.
- **Technical Skills**  
Knowledge of computer functions including Spreadsheet, Lotus 1-2-3 and word processing
- **Human Resource Management**
- **Management Decision Making**
- **Operations Management**
- **Verbal Communications**
- **Accounting**
- **Business Law**
- **Principles of Marketing**
- **Micro/Macro Economics**
- **Principles of Advertising**
- **Organizational Behavior**
- **Consumer Behavior**
- **Money and Banking**

**EMPLOYMENT HISTORY**

- ABC DEPARTMENT STORE**  
Rochester, NY — 1978-1979  
*Sales/Food Service*  
Responsible for complete maintenance of snack bar which included inventory control, cash management and customer service.
- Milton's DEPARTMENT STORE**  
Rochester, NY — 1977-1978  
*Sales Representative*  
Responsible for negotiating sales requiring excellent communication and interpersonal skills and customer relations.

**ACCOMPLISHMENTS**

- Created a small business
- Designed a new product
- Executed an advertising campaign
- Developed and wrote reports

**VOLUNTEER WORK**

- Girl Scout's of America  
Troop Leader
- St. Ann's Nursing Home  
Assisted Patient Care

**PERSONAL ATTRIBUTES**

- Ready to apply knowledge
- Enthusiastic and dependable
- Well organized and excellent planner
- Self-confident with professional attitude
- Dedicated and success oriented
- Willing to accept challenge