



Career Services

RESUME SAMPLES

Preparing an effective resume is a difficult and time-consuming task. This handout contains resume examples that will help you get started. Different formats and styles are used to illustrate the various suggestions and tips contained in the handout, "Preparing Your Resume," also available through the Bellevue University Career Services Center.

Remember, these are intended to serve only as examples. You should modify or change as appropriate to customize your resume according to your skills, experience, education, and the job you're applying.

For additional guidance or assistance, contact the Career Services Center at (402) 557-7423, (800) 756-7920 ext. 7423 or careerservices@bellevue.edu.

A Word of Caution: Please don't be tempted to use one of the Resume Wizards or Templates that are available online or included in many word processing programs. They can be difficult to work with, don't allow you to present yourself in the best possible light—and employers can identify them easily. Instead, create your resume as a simple document in MS Word, like the examples included in this handout.

FUNCTIONAL (EXPERIENCED)

IM A. SAMPLE I

1234 North 55 Street
Bellevue, Nebraska 68005
(402) 292-2345
imasample1@xxx.com

SUMMARY OF QUALIFICATIONS

Exceptionally well organized and resourceful Professional with more than six years experience and a solid academic background in accounting and financial management; excellent analytical and problem solving skills; able to handle multiple projects while producing high quality work in a fast-paced, deadline-oriented environment.

EDUCATION

Bachelor of Science, Bellevue University, Bellevue, NE (In Progress)

Major: Accounting

Minor: Computer Information Systems

Expected Graduation Date: January, 20xx

GPA to date: 3.95/4.00

PROFESSIONAL ACCOMPLISHMENTS

Accounting and Financial Management

- Developed and maintained accounting records for up to fifty bank accounts.
- Formulated monthly and year-end financial statements and generated various payroll records, including federal and state payroll reports, annual tax reports, W-2 and 1099 forms, etc.
- Tested accuracy of account balances and prepared supporting documentation for submission during a comprehensive three-year audit of financial operations.
- Formulated intricate pro-forma budgets.
- Calculated and implemented depreciation/amortization schedules.

Information Systems Analysis and Problem Solving

- Converted manual to computerized accounting systems for two organizations.
- Analyzed and successfully reprogrammed software to meet customer requirements.
- Researched and corrected problems to assure effective operation of newly computerized systems.

WORK HISTORY

Student Intern, Financial Accounting Development Program, Mutual of Omaha, Omaha, NE (Summer 20xx)

Accounting Coordinator, Nebraska Special Olympics, Omaha, NE (20xx-20xx)

Bookkeeper, SMC, Inc., Omaha, NE (20xx – 20xx)

Bookkeeper, First United Methodist Church, Altus, OK (20xx – 20xx)

PROFESSIONAL AFFILIATION

Member, IMA, Bellevue University Student Chapter

COMPUTER SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint, Outlook), QuickBooks
- Basic Knowledge of MS Access, SQL, Visual Basic, C++