

CHRONOLOGICAL (INTERNSHIP)

IM A. SAMPLE II

4321 South 55 Street
Bellevue, Nebraska 68005
(402) 291-5432
imasample2@xxx.com

OBJECTIVE: Internship or Part-time Position in Marketing, Public Relations or related field utilizing strong academic background and excellent communication skills

EDUCATION: BS in Business Administration with Marketing Emphasis

Bellevue University, Bellevue, NE

- Expected Graduation Date: June, 20xx
- GPA to date: 3.56/4.00

Relevant Coursework

Principles of Marketing	Business Communication
Internet Marketing	Consumer Behavior
Public Relations	Business Policy & Strategy

WORK

HISTORY:

Aacademic Tutor (20xx to present)

Bellevue University, Bellevue, NE

- Assist college students in overcoming deficiencies and successfully mastering academic coursework.

Senior Accounts Receivable Clerk (20xx-20xx)

Lincoln Financial Group, Omaha, NE

- Researched story ideas, wrote articles and participated in the publication of a weekly in-house newsletter.
- Assisted customers and staff members in resolving problems and balancing accounts; trained new staff members.
- Managed and recorded daily accounts receivable deposits of up to \$450,000.
- Conducted extensive research to recover lost checks and organized system to stop payment and replace all checks.

COMMUNITY

SERVICE:

Advertising Coordinator, *The Vue* (20xx to present)

Bellevue University Student Newspaper

Volunteer, Publicity Committee (20xx, 20xx)

Brushup Nebraska Paint-A-Thon

ADDED VALUE:

Language Skills: Bilingual (English/Spanish)

Computer Skills: MS Office (Word, Excel, PowerPoint), PhotoShop

REFERENCES:

Available Upon Request