

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.

Revision: June 2015

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:
Academic 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

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++

CHRONOLOGICAL

IM A. SAMPLE III
3456 Westview Road (402) 291-5678
Bellevue, Nebraska 68005 imasample3@xxx.com

SUMMARY OF QUALIFICATIONS

Experienced business professional with a solid academic background and a demonstrated commitment to providing high quality customer service; described as a "take charge" person with exceptional communication and human relations skills; proficient in the use of MS Office (Word, Excel, PowerPoint) with basic knowledge of PeopleSoft.

EDUCATION

Bellevue University, Bellevue, NE (June 20xx)
Bachelor of Science in Management of Human Resources
• GPA in major: 3.84/4.00 Graduated with distinction

PROFESSIONAL EXPERIENCE

West Telemarketing, Omaha, NE (20xx to Present)

Customer Service Supervisor (20xx to present)
• Supervise operations and staff in a 20-person inbound telemarketing unit, including hiring, training and evaluating employees, preparing and administering annual budgets, developing business plans, etc.
• Assess level of customer satisfaction and resolve sensitive and complex issues raised by customers; provide additional training and take other action as required to maintain a high level of customer satisfaction.

Customer Service Representative (20xx-20xx)
• Handled incoming calls from customers and potential customers, provided information and received orders using CRT to input data.
• Interviewed customers and recommended other available products to meet their needs; received several Incentive Awards for sales efforts.
• Provided orientation and training to new staff members.

PROFESSIONAL AFFILIATIONS AND ACTIVITIES

Member, Society for Human Resources Management (SHRM) (20xx to 20xx)
Bellevue University Student Chapter
• Chair, Program Development Committee (20xx)

President, American Business Women's Association, Gold Star Chapter (20xx)

REFERENCES FURNISHED UPON REQUEST