

## CHRONOLOGICAL (INTERNSHIP)

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**IM A. SAMPLE II**

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

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

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**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**