Font Styles: Times New Roman or Arial

1" margins on entire document

# CANDACE CHRONOLOGICAL

Font Size for Name: 14-16

## **Campus Address:**

WSC, Berry Hall #254 Wayne, NE 68787 (402) 375-0000

e-mail: csmall@willy.edu

**Permanent Address:** 6000 Oakwood Lane Sioux City, IA 51102 (712) 277-0000

### **OBJECTIVE**

To obtain an internship in Accounting

Use clear, concise objective

## **EDUCATION**

**Bachelor of Science in Business Administration** 

Concentration: Accounting

Degree to be conferred: May [year] Wayne State College, Wayne, Nebraska

GPA: 3.7

Only include GPA if 3.0 or higher

### **PROFILE**

Font Size for

11-12

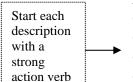
Body of Resume:

- Proficient in several computer applications including Microsoft Word, Excel, PowerPoint, and QuickBooks
- Developed excellent communication skills through customer service involvement
- Attentive to detail and the importance of time management
- Involved in both individual and team projects through coursework

#### **EMPLOYMENT**

Sales Associate

Lady Footlocker, Sioux City, Iowa



- Operate cash register and handle financial transactions
- Provide excellent customer service
- Assist in the retail sale of clothing and accessories
- Understand and follow loss-prevention procedures

Waitress

October [year]-present

May [year]-present

List jobs -

first

most recent

Jace's Restaurant, Wayne, Nebraska

- Maintain a positive attitude while serving customers
- Handle daily cash transactions

Bank Teller

May [year]-October [year]

Anyone's Bank, Wayne, Nebraska

- Processed and balanced transactions according to bank policies
- Assisted customers with a variety of inquiries
- Balanced night depository bags and post office deposits
- Performed daily operations using the teller terminal and check proofing

machine

# **HONORS & ACTIVITIES**

Watch

verb

tenses -use

present

tense if

still at job/

tense if

past

not.

Dean's List Dorm Council, Member WSC Varsity Track Team, Member Intramural Sports, Participant

Get involved! Employers like to see students who have been active on-campus and in the community.

Second page should at least have your name and page 2, or can use same heading as Page 1.

# CANDACE CHRONOLOGICAL

**Campus Address:** 

WSC, Berry Hall #254 Wayne, NE 68787 (402) 375-0000

e-mail: csmall@willy.edu

**Permanent Address:** 6000 Oakwood Lane Sioux City, IA 51102

(712) 277-0000

### **REFERENCES**

Ask references before using and ask where they wish to be contacted (home or work).

Mr. Mark Short Owner Jace's Restaurant 400 North Street Wayne, NE 68787 (402) 375-0123 mshort@msn.com

Dr. Jim Lent Business Professor Wayne State College 1111 Main Street Wayne, NE 68787 (402) 375-7200 jilent1@wsc.edu Ms. Leslie Shane Manager Lady Footlocker 7000 South Main Street Sioux City, IA 00000 (712) 277-7654 leslie@footlocker.net

Mrs. Linda George Counselor Cunningham High School 600 East Drive Cunningham, IA 55555 (712) 777-7777 ligeorge@cunningham.edu

#### OTHER TIPS:

- All resumes are different....choose a format that works for YOU!
- Never use a resume template or Wizard format!
- Avoid the use of "I" or first person
- Use bold, italics, and bullets to draw attention to important items
- Appearance should be professional and "clean" looking with no spelling or grammatical errors
- Layout of resume should be easy to read with proper spacing between sections
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Relevant Coursework or Internship)
- Never list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customers service skills before cleaning tables)
- Print final copy of resume on laser printer
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope
- Always have at least one person review your resume before sending
- Note: If resume is to be scanned, different rules apply as you avoid using bullets, italics, underlining and bold.