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Times New
Roman or Arial

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entire document

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Name: 14-16

ADAM ALUMNI

4000 Pine Lane • Omaha, NE 68114 • (402) 397-0000 • e-mail: adalumni@yahoo.com

OBJECTIVE

To obtain the Financial Manager's position with Security Bank

Use clear, concise
objective

EDUCATION

Master of Business Administration, May [year]

Wayne State College, Wayne, Nebraska

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Body of Resume:
11-12

Bachelor of Science in Business Administration, [year]

Concentration: Finance

Wayne State College, Wayne, Nebraska

GPA: 3.7

Only include GPA if
3.0 or higher

List jobs -
most recent
first

PROFESSIONAL EXPERIENCE

Branch Manager

Diamond Financial, Inc., Omaha, NE

May [year]-Present

- Develop and promote goals and priorities of Diamond Financial
- Market and service business relationships
- Establish a presence within the community to expand customer base
- Control and review annual budget and expenses
- Conduct analytical procedures on financial data
- Manage and assign daily workloads to 15 professional staff

Start each
description
with a
strong
action verb

Manager Trainee

Diamond Financial, Inc., Norfolk, NE

June [year]-May [year]

- Completed intensive branch management training to comply with corporate mission statement and policies
- Involved in credit investigation, loan interviews and loan analysis
- Collected on past due accounts and arranged for repayment schedules
- Assisted customers with financial inquiries via telephone and in person

Watch
verb
tenses
—use
present
tense if
still at
job/
past
tense if
not.

Bank Teller

Anyone's Bank, Wayne, NE

June [year]-June [year]

- 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

MEMBERSHIPS

NBA (Nebraska Banker's Association), Member

Greater Omaha Chamber of Commerce, Promotions Committee

Kiwanis, Member

United Way, Fundraising Chair

Get involved!
Employers like to
see people who
have been active.

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

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REFERENCES

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

Mr. Mark Short
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Diamond Financial, Inc.
400 North Street
Omaha, NE 68116
(402) 964-7000
mark.short@diamond.net

Ms. Leslie Shane
Manager
Anyone's Bank
200 Main Street
Wayne, NE 68787
(402) 375-9000
lesshane@bank.com

Dr. Jim Lent
President
Chamber of Commerce
1111 Main Street
Omaha, NE 68117
(402) 964-6200
jim.lent@chamber.net

Mrs. Linda George
CEO
Zipco Manufacturing
600 East Drive
Bellevue, NE 68154
(402) 924-7777
ligeorge@zipco.com

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 Awards, Conferences, Special Projects).
- 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.