Sample Resume

(resume examples/templates found at [www.marshall.edu/careereducation/resumes/](http://www.marshall.edu/careereducation/resumes/))

**Mark Smith**

210 Forrest Bay, Huntington, WV 27509

Phone: 304-555-5555

E-mail: smith007@marshall.edu

**SKILLS**

* Strong academic background in accounting and finance
* Excellent communication skills
* Effective time and project management skills
* Working knowledge of Microsoft Office

**EDUCATION**

Marshall University; Huntington, WV

**Bachelor of Business Administration in Accounting,** GPA: 3.85May 2020

**INTERNSHIP**

Blake & McCoy; Huntington, WV

Accounting Intern Spring Semester 2018

* Performed general accounting duties
* Prepared individual tax returns under direction of CPAs
* Used computerized accounting system to enter and process client data
* Prepared corporate accounts payroll

**WORK EXPERIENCE**

Chase Bank; Huntington, WV

Note Clerk (part-time) March 2016 - Present

* Calculate and adjust interest on commercial and mortgage loans
* Call existing and potential clients with new service and product offers
* Provide excellent customer service

Best Buy; Barboursville, WV

Shift Manager June 2015 - March 2016

Credit Associate July 2014 - May 2015

* Supervised staff of six employees
* Processed credit applications
* Solicited credit customers in person and through telemarketing

**HONORS & ACTIVITIES**

* Marshall University Dean's List Fall 2017 – Spring 2020
* Marshall University John Laidley Scholarship
* Accounting Club Fall 2018 – May 2020
  + Accounting Club Secretary Fall 2019 – May 2020
* Huntington Area Habitat for Humanity Volunteer August 2011 - Present

**REFERENCES**

Available upon request

Sample Resume

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**NAME**

Address

Phone

E-mail

**SKILLS**

(List your strengths or skills that are relevant to the position you are applying for.)

* xxxxxxxxx
* xxxxxxxxx
* xxxxxxxxx
* xxxxxxxxx
* xxxxxxxxx

**EDUCATION**

Institution name; City, State

Degree / Major

Minor

Graduation date (Month Year) / GPA (if above a 3.0)

**INTERNSHIP**

(If applicable, list internships, student teaching, or other clinical experiences, use the same format as for

work experience, below.)

**WORK EXPERIENCE** (List most recent experience first and work back in reverse chronological order)

Employer name Employer city, state

Position titleEmployment dates (from - to)

* job duties (begin each with a strong action word or verb in the **correct tense**)
* job duties (current job = present tense)
* job duties

Employer name Employer city, state

Position titleEmployment dates (from - to)

* job duties (previous job = past tense)
* job duties
* job duties

**HONORS & ACTIVITIES**

List your accomplishments, honors, memberships, volunteer work, etc.

**REFERENCES**

“Provided upon request” or “Attached”

(Do not list names of references on your resume. Use a separate sheet with names and phone numbers of

individuals who have agreed to provide references for you – “Provided upon request”

If references are required as a part of the application process and you are attaching them with your

resume, write “Attached.”)