

SAMPLE RESUME

AERIN WATERS

1019 Olde House Lane
Morgantown, WV 26505-1324
(304) 555-1111
Email: sample1@wvu.edu

Permanent Address:
1324 East Main Street
Permanent Home, WV 23521
(304) 555-2222

OBJECTIVE Financial Analyst

EDUCATION **West Virginia University**, Morgantown, WV
BS in Business Administration, Emphasis in **Finance**, May 20XX
OGPA: 3.6/4.0 FGPA: 3.8/4.0

CAREER-RELATED EXPERIENCE

Administrative: Served on Chi Omega Sorority Executive Board, two years, organized and directed members in rush activities. Established various motivational activities. Prepared payment plans for sorority members and oversaw savings and checking accounts. Trained employees for duties in Canteen Lunch Restaurant.

Interpersonal: Extensive contact with public through previous employment positions and sorority. Ability to handle emergency situations and settle disputes in tense atmosphere. Conducted apartment tours for owner of Canteen Lunch and managed leases.

Budgeting: Prepared annual budget of \$50,000 for Chi Omega Sorority. Responsible for enforcing committee budgets and for collection and distribution of all funds.

EMPLOYMENT HISTORY

Bank Teller: One Valley Bank, Morgantown, WV (May 20XX-present).

Bank Teller: Wellsburg Banking, Wellsburg, WV (Summer 20XX).

Waitress: Canteen Lunch, Morgantown, WV (August 19XX-March 19XX).

Waitress: Top of the Park Restaurant, Olgebay Park, Wheeling, WV (Summer 19XX).

Waitress: Howdy's Dairy Owl, Follansbee, WV (Summer 19XX).

Waitress: Elby's Family Restaurant, Weirton, WV (Summer 19XX).

HONORS AND ACTIVITIES

Golden Key National Honor Society Dean's List
Order of Omega Honorary Finance Club
Helvetia Sophomore Honorary University Choir

SKILLS Computer: HTML, Java, Word, Excel, Quattro-Pro, Harvard Graphics, Fluent in German, knowledge of Spanish.

REFERENCES

References and credentials are available from West Virginia University Career Services Center, P.O. Box 6008, Morgantown, WV 26506-6008.
(304) 293-2221/2.