

JOHN DOE

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If you have a professional website or LinkedIn account, consider adding to header.

The Summary tells skills and personal traits you offer an employer that relate to job description.

Depending on your Study Abroad experience, it may go in this section.

If leadership roles allow you to demonstrate skills related to job, it may be included in this section.

Throughout this section focus more on outcomes and successes than tasks completed.

Use numbers when you can. How many people were on your team? How much money did you manage? How many people attended an event you coordinated? etc.

SUMMARY OF QUALIFICATIONS

Strong communicator committed to active listening and building professional relationships
Analytical problem solver able to develop and evaluate options and create solutions
Team player committed to supporting colleagues and providing positive customer service
Organized leader able to effectively manage and priority time on projects
Microsoft Office (Word, Excel, Access, PowerPoint) and QuickBooks

EDUCATION

Murray State University (MSU), Murray, KY | *B.Sci., Accounting*; May 20XX
Accounting GPA: 3.54/4.0 | Cumulative GPA: 3.2/4.0

Study Abroad; London, England | Spring Break 20XX

EXPERIENCE

Social Sorority, Murray, KY | *Treasurer/Executive Board Member*, May 20XX – Present

- Control organization finances including dues collections
- Manage annual operating budget of over \$100K
- Disburse expenditures and maintain a detailed record of all transactions
- Attend all Executive Board meetings and present weekly financial status reports
- Oversee financial aspect of all house improvement projects

MSU College of Business Dean's Office, Murray, KY | *Office Assistant*, May 20XX – Present

- Communicate with guests via phone and face to face to provide strong customer service
- Entrusted with office projects utilizing Access and Excel
- Manage inventory, supplies, and stock hospitality room

Kentucky Farm Bureau Insurance Agency, Murray, KY | *Customer Service*, Summer 20XX

- Entrusted to process payments (cash/check/credit) and operate drive-through
- Answered specific insurance questions from clients when appropriate

Bremner; Princeton, KY | *Receptionist*; Summer 2XX

- Answered five phone lines and transferred calls
- Prepared Production Report
- Ordered office supplies, postage and maintained maintenance of copy and fax machines

The Murray Insurance Agency; Murray, KY | *Assistant Accountant/CSR*; Summer 20XX

- Created daily deposit and journal entries
- Balanced cash drawer and reconciled monthly bank statements and recording commissions
- Communicated with customers, listening actively, to accurately relay and update payment information
- Recorded claims and formatted letters

ACTIVITIES

Accounting Society: 20XX – present
Beta Alpha Psi: 20XX – present

Intramural Basketball: *Co-Captain*, Fall 20XX
Social Sorority: *Member*, 20XX – present