

James Smith

City, MI, 48126

(313) 555-0000

example@example.com

[yourLinkedInpublic url](#)

Accounting student seeking internship or entry level position while completing an Accounting degree.

Education:

Henry Ford College, Dearborn, MI

Associate in Business Degree in Accounting

GPA 3.6

Anticipated Graduation May 2022

Wayne County Community College, Detroit MI

Credits transferred to HFC

Fall 2019

Employment:

Accounts Receivable Clerk

Accountemps – Assignment: ABC Company, Westland MI

May 2019 - present

- Verified accuracy of payment documents
- Submitted requests for information to complete payments
- Processed payments from various vendors and customers
- Tallied daily sales, totals, receipts, and deposits funds
- Coordinated internal and external billing

Dispatcher

United Parcel Service (UPS), Dearborn MI

Aug 2018 - May 2019

- Entered data into computer system
- Charted and organized routing of drivers and schedules
- Met all assigned distribution goals regularly
- Developed highest customer satisfaction rating

Barista

So Fast Coffee Service, Troy MI

Jan 2017 - Aug 2018

- Trained new employees on procedures and policies
- Processed payments
- Assisted customers with orders and questions
- Answered questions and assigned staff to help customers

SKILLS:

- Microsoft Office - Word, Excel, Access, Publisher, and Outlook
- Accounting Information Systems (AIS) – CAPS
- QuickBooks 2013
- Peachtree

Mark Jones

Wherever City, MI 48000 Home: (313) 845-999 Cell: (313) 555-0000
example@example.com

Objective

To obtain an Assistant Front Desk Manager position at ABC Hotel where experience can be gained and education can be utilized to benefit your company.

Education

Henry Ford College, Dearborn MI

Associate in Applied Science Degree

December 2022

Major: Hotel/Restaurant Management

Major GPA: 3.2

Honors

High Sales Award Recipient – ABC Sales Co.

January 2019

Student Council Representative – Henry Ford College

2020 - Present

Experience

Interpersonal

- Demonstrated ability to handle customer complaints utilizing established procedures
- Achieved a high sales district ranking through building and maintaining a customer base
- Provided customer service to a wide and varied customer base

Organizational

- Planned and organized store displays of merchandise
- Designed and developed merchandise system for the university business course research project
- Reduced office expenditures by 25% while maintaining service

Management

- Trained nine new employees in sales techniques and policy
- Coordinated and supervised various youth activities
- Served as a store supervisor in manager's absence

Work History

ABC Company, Niles, IL

May 2019 – present

Sales Clerk/Cashier

Anywhere University, Psychology Department, Imagination, MI

Aug 2018 - May 2019

Secretary/Receptionist

Church of the Holy Spirit, Monroe, MI

Jan 2017- Aug 2019

Adult Youth Group Recreation Leader

Molly Malone

Righthere, MI 48000
(734) 777 – 8888
example@example.com

Seeking an entry-level position in a probation and/or parole department where experience can be gained, and education can be used to benefit your company.

Education

Henry Ford College, Dearborn MI
Associate in Arts Degree
Criminal Justice Law Enforcement

May 2020
GPA 3.4

Work History

Security Officer, April 2019 - present
BBA Security, Dearborn, MI

- As a team of 3, monitor 250,000 square feet industrial business park on foot and on video
- Respond to emergency situations, lock outs, etc.
- Serve as a point of contact with local and state authorities
- Enforce policy and rules for entrance related to employees and guests

Associate, August 2018 – Jan 2019
Good Product Laboratories, LLC, Livonia, MI

- Research and market products to customers and resolve customer concerns
- Set up and organize marketing displays to highlight new or updated products
- Educate store employees and customers on new products
- Track and submit monthly sales reports (in Excel and Word) to senior management
- Process monetary cash and credit card transactions

Tutor, March 2018 - August 2018
Local School, Detroit, MI

- Created instructional outline and tutoring schedule, averaging 3 tutoring sessions per week
- Developed and submitted monthly student progress reports to parents of K-12 students
- Scheduled conferences with students, parents and teachers to address areas of concern

Honors & Activities

Criminal Justice Club, Member - 2019 - present
Stellar Student Scholarship, Recipient - Winter 2020
Dean's List - Fall / Winter 2019, 2020

Skills

- Technical: Microsoft Office
- Language: Proficient in French

Susan Fictional

False City MI, 48999
(555)999-5432

sfnursing@notrealemail.com

Objective	Seeking the position of Registered Nurse at Beaumont Hospital where clinical skills and education can be used, and valuable experience can be gained.	
Education	Henry Ford College, Dearborn, MI Associate in Applied Science Degree Nursing	May 2020 3.65 GPA
Clinical Rotations	Medical Surgical, Garden City Hospital, Garden City, MI Obstetric, Beaumont Hospital, Dearborn, MI Medical Surgical, Ascension Hospital, Warren, MI Pediatric, Matrix Head Start, Detroit, MI Medical Surgical, Henry Ford Hospital, Detroit, MI Psychiatric, Stonecrest Center, Detroit, MI Medical Surgical, Beaumont Hospital, Dearborn, MI	Jan.2020-May2020 Feb. 2020-May 2020 Aug. 2019-Dec. 2019 Sep. 2019-Dec. 2019 Jan. 2019-May 2019 Jan. 2019-May 2019 Sep. 2018-Dec.2018
Experience	Medical Assistant XYZ Medical Group, Dearborn, MI <ul style="list-style-type: none">• Perform patient health assessments• Perform basic duties such as feeding, bathing, changing linens, recording vital signs, measuring intake and output, and detecting symptoms• Administer and distribute patient medications• Document assessment findings, hourly IV checks, daily care, medication administration, and safety checks• Work directly with physicians, nurses, certified nurse assistants, and other medical staff• Provide assistance with activities of daily living• Communicate with patients and family members on issues and concerns• Educate patients on medical issues and terminology• Follow patient safety precautions Server Fictional Restaurant, Nowhere MI <ul style="list-style-type: none">• Researched and responded to customer needs and concerns• Anticipated and dealt with customer issues• Cleaned and maintained facility• Worked in a fast pace and high customer volume environment• Trained new staff on policy and procedures• Monitored inventory levels• Coordinated multiple tasks and projects simultaneously• Worked overtime and added shifts at management's request• Set up training sessions for staff members and conducted evaluations• Rotated to various assignments and tasks as needed	Aug. 2018-May 2020 Jul.2014-Aug. 2018
Certifications	Basic Life Support (BLS) certified by American Heart Association Recipient, Deans List Award Member, ACEN Student/Faculty Committee	Jul. 2018-Jul. 2020 Aug. 2018-Dec. 2019 Jan. 2019-May 2019
Computer	Epic, Powerchart, Soarian, Microsoft Office- Word, PowerPoint, Excel	