James Smith

City, MI, 48126

(313) 555-0000

[example@example.com](mailto:example@example.com)

yourLinkedInpublic url

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

**Education:**

Henry Ford College, Dearborn, MI GPA 3.6

Associate in Business Degree in Accounting Anticipated Graduation May 2022

Wayne County Community College, Detroit MI Fall 2019

Credits transferred to HFC

**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 May 2020

Criminal Justice Law Enforcement 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](mailto: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** May 2020

**Nursing** 3.65 GPA

**Clinical**

**Rotations** Medical Surgical, Garden City Hospital, Garden City, MI Jan.2020-May2020 Obstetric, Beaumont Hospital, Dearborn, MI Feb. 2020-May 2020

Medical Surgical, Ascension Hospital, Warren, MI Aug. 2019-Dec. 2019

Pediatric, Matrix Head Start, Detroit, MI Sep. 2019-Dec. 2019

Medical Surgical, Henry Ford Hospital, Detroit, MI Jan. 2019-May 2019

Psychiatric, Stonecrest Center, Detroit, MI Jan. 2019-May 2019

Medical Surgical, Beaumont Hospital, Dearborn, MI Sep. 2018-Dec.2018

**Experience Medical Assistant** Aug. 2018-May 2020

XYZ Medical Group, Dearborn, MI

* 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** Jul.2014-Aug. 2018

Fictional Restaurant, Nowhere MI

* 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

**Certifications** Basic Life Support (BLS) certified by American Heart Association Jul. 2018-Jul. 2020

Recipient, Deans List Award Aug. 2018-Dec. 2019

Member, ACEN Student/Faculty Committee Jan. 2019-May 2019

**Computer** Epic, Powerchart, Soarian, Microsoft Office- Word, PowerPoint, Excel