

SAMPLE STUDENT

Palatine, IL 60067

847.555.1212

samplestudent@gmail.com

<https://www.linkedin.com/in/samplestudent>

Business Administration Internship

Detail-oriented Business Administration student with an in-depth academic background in business, finance, and accounting. Skilled in Microsoft Office applications and financial accounting principles. Experience providing excellent customer service and clerical support. Strong work ethic and proficiency in utilizing organizational, communication, team, and leadership skills. Fluent in English and Spanish.

Education

Harper College, Palatine, IL

Pursuing Associate in Applied Science, Business Administration Degree-

Financial Management

Anticipated Graduation May 20xx

Relevant Coursework

Financial Institution Operations

Financial Accounting

Investment Management

Managerial Accounting

Finance

Business Law

Skills

Microsoft Office: Word, Excel, and PowerPoint

Fluent in Spanish and English

Experience

Harper College, Palatine, IL

August 20xx to Present

Student Aide - Business and Social Science Division

- Manage clerical work, including scanning documents and filing records
- Answer telephones and assist callers by providing information or transferring phone calls to correct staff
- Assist faculty and staff by retrieving materials from other division offices

IKEA, Schaumburg, IL

April 20xx to December 20xx

Sales Associate / Cashier

- Provided visitors with a positive shopping experience by exceeding all customer service standards
- Ensured that returns and exchanges were completed accurately and in timely manner
- Completed procedures to maintain correct stock levels
- Followed all cashier balancing policies and procedures

Activities

Harper College, Palatine, IL

Business and Entrepreneurship Club | President

August 20xx to Present