

ALEX BUSINESS

1234 Kennedy Drive | Lincoln, NE 68512 | (402) 555-5555 | abusiness2@unl.edu

OBJECTIVE

To obtain an internship position at Union Bank and Trust utilizing analytical, communication, and teamwork skills

EDUCATION

University of Nebraska-Lincoln, Lincoln, NE

Bachelor of Science in Business Administration, May 20XX (anticipated)

Major: Business Administration; GPA: #.##/4.00

Oxford University, Oxford, England

Nebraska at Oxford Program (6 credits of Economics), Summer 20XX

WORK EXPERIENCE

Union Bank and Trust, Lincoln, NE

Teller, October 20XX – Present

- Process customer transactions including paying out and receiving cash and processing deposit bags and mail deposits
- Promote products and services to customers to help meet clients' needs and support branch

University of Nebraska Foundation, Lincoln, NE

Phonathon Caller, September 20XX – October 20XX

- Persuaded alumni and friends of the University to make financial contributions, totaling more than \$200,000 in pledges within first three months

Super Saver, Lincoln, NE

Cashier, May 20XX – August 20XX

ADDITIONAL EXPERIENCE

University Program Council (UPC), University of Nebraska-Lincoln, Lincoln, NE

Member, January 20XX – Present

- Coordinate and promote entertaining educational events to the campus community collaboratively with a team of 4 other students

Alpha Lambda Delta (first year academic honorary), University of Nebraska-Lincoln

Inductee, October 20XX – Present

- Participate in service events throughout the community including Letters to the Troops

Center for People in Need, Lincoln, NE

Volunteer, June 20XX – October 20XX

- Coordinated events to support families individuals in need with donations from the community
- Provided supplemental nutrition assistance to approximately 100 individuals monthly

Alternative Service Break, Pine Ridge, SD

Participant, March 20XX

- Volunteered in Pine Ridge Indian Reservation, tribal headquarters of the Oglala Sioux Tribe
- Tutored elementary school students to provide mentorship toward higher education goals

SKILLS

Computer: Microsoft Word, PowerPoint, Excel, Access

Language: Moderate proficiency in written and conversational Spanish