

# **SUE SMITH**

smiths@gmail.com

**2222 Mill Plain Rd, Fairfield, CT 06614 / Cell 203-555-1111**

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**Profile – High School senior skilled in athletics and working with children in sports-related activities. Dependable and mature; seeking admission to a college where I can study Sports Medicine.**

## **Education**

**HS Diploma:** Graduation Date - June 2011 from NC High School, Fairfield, CT

**GPA:** 3.6 **SAT:** Critical Reasoning - 620 Math - 540 Writing – 560

**AP Courses Completed:** English, Biology, U.S. History

## **Honors and Awards**

- High School Honor Roll (2006-Present)
- High School Coaches Association Award (2008)
- Varsity Indoor Track (2008- 2009)
- Varsity Lacrosse (2007-2009)
- All Conference Lacrosse (2008)
- All Conference Academic (all sports 2006-Present)

## **Extracurricular Activities**

- Varsity Swim Team (2005-2008, Captain 2009); YMCA Swim Team (2005-2007)
- Varsity Indoor Track - Sprinter (2008- Present)
- Lacrosse Varsity (2007-09); Captain (2008-Present)
- Key Club Participant (2007-Present)

## **Community Service**

- Teacher's Assistant - Physics/Science teacher (2008-2009)
- Relay for Life - Organized events for three years (2007-Present)
- Big Brother/ Big Sister - Coordinated afterschool activities- JR Middle School (2008-Present)
- Brookfield Youth Lacrosse Clinic - trained techniques to 8-10 year olds (2008)

## **Employment**

- Lifeguard/Instructor – Lake Town Park, Stamford, CT (2007-Present)
- Lifeguard/Swim Instructor, Green View, YMCA, Fairfield, CT (2007-Present)
- Cashier, TJ Maxx, Fairfield, CT (2006-2008)
- Soccer Referee, YMCA, Fairfield CT (2004-2007)

**Additional Training:** Red Cross CPR/AED Certification, Waterfront Lifeguard, Certified Soccer Referee

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# MASON WILLIAMS

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1 Main Street, New Cityland, CA 91010 || C: (555) 322-7337 | example-email@example.com

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## Summary

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Energetic recent graduate accounting profesional seeking Accounting Clerk position at financial firm. Equipped with a broad knowledge of concepts and strategies to yield the best possible financial outcomes in all areas. Familiar with accounting procedures, processes, and software programs. Proficient with communication, multi-tasking, and problem solving, with solid track record of success in internship, retail, and customer service positions.

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## Accounting Knowledge and Expertise

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### Financial Experience

- Expertly handle accounts, payments, and refunds.
- Track metrics and predict future trends.
- Assist accountants with quarterly and year-end closings.
- Strong mathematical skill with ability to manage complex systems and large amounts of data.

### Document Management

- Draft invoices, reports, and vendor payments.
- Type letters and manage correspondence.
- Provide exceptional clerical support to senior staff.
- Manage financial statements and organize data for executives.

### Personal Skills

- Study current process issues and develop innovative solutions to improve workflow, maximize efficiency, and increase productivity.
  - Knack for spotting trends and discrepancies in financial data.
  - Create new methods for reducing errors when data is input into system.
  - Technologically savvy and able to learn new software programs quickly.
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## Work History

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|                     |                    |
|---------------------|--------------------|
| Accounting Intern   | 08/2013 to 12/2013 |
| Burkhart Financial  | Nashville, TN      |
| Waitress            | 08/2009 to 12/2012 |
| Sam's Chicken Shack | Nashville, TN      |
| Cashier             | 03/2005 to 07/2009 |
| Mid-Town Pharmacy   | Murfreesboro, TN   |

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## Education

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|--|---------------|
| Associate of Science: Accounting                               | 2013          |
| University of Tennessee  | Nashville, TN |
| Coursework in Business Administration and Financial Management |               |

**Sample Student Resume**  
**For College Applications and Teacher Recommendations**

Jane Smith  
12 Huttleston Avenue  
Fairhaven, MA 02719  
(508) 979-4120  
123-45-6789  
[jsmith@hotmail.com](mailto:jsmith@hotmail.com)

**Academic Record:**

- Fairhaven High School  
Fairhaven, MA 02719
- Ranked 22 out of 166
- GPA: 3.03 on a 4.0 Scale

**Honors and Distinctions:**

- National Honor Society 11, 12
- John and Abigail Adams MCAS Scholarship
- Wellesley Book Award
- Perfect Attendance 9, 11

**School Activities and Leadership:**

- Umass Dartmouth Leadership Conference 11
- Girl's Tennis Team 9,10,11,12
- Co-Captain 12
- Cross Country Team 11, 12
- Class Treasurer 10, 11, 12
- FHS Drama Club 9, 10, 11, 12
- Yearbook 12

**Community Service:**

- Interact Club 10,11,12
- Peer Pal 10
- CCD teacher for the last 4 years
- Good Shepard's Food Pantry for the past 2 years
- American Cancer Society Relay for Life for the past 5 years. Team Co-Captain last 2 years.

**Employment:**

- Baby sitter 2002-present
- Cashier Wal-Greens Pharmacy 2004-present

**Other Interests/Activities:**

- Travel Mexico and Canada
- Guitar lessons since 1999
- Swimming, playing music, writing, reading, running, vacationing with my family