



Make your name prominent and easy to read. Center align your name and contact information. While your name should be larger than the rest of your resume (16 - 18 point font).

Ensure your contact information "evergreen"- meaning you can be reached via this contact info today, tomorrow, next week, next

STINGER T. HORNET

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The jury is still out about including a Professional Statement or Skills Summary. Talk to a Career Coach to discuss whether it's appropriate for you to include this section.

Professional Skills Summary

Ambitious young professional with teller, payroll and bookkeeping experience. Accurate, precise and highly ethical in all work-related assignments. Proficient in Microsoft Office Suite and QuickBooks.

Education

Associate in Applied Science, Accounting
SUNY Broome Community College, Binghamton, NY

May 2017

If you recently graduated, your education information is generally at the top. If you have not graduated recently, your work experience may come before your education on your resume.

Relevant Coursework

Accounting I&II	Quantitative Business Methods	Business Law I&II
Marketing	Introduction to Spreadsheets	Business Statistics
Micro-Economics	Cost Accounting	Investments
Income Tax I	Accounting Information Systems	Business Finance

Whether to include your G.P.A. can be tricky as it can be used by employers to screen candidates. As a general rule, if your G.P.A. is above a 3.0 include it, if not leave it off.

Experience

Office Bookkeeper, ABC Office, Binghamton, NY August 2015- Present

- Manage 2-3 private accounts, including managing payroll
- Produce monthly reconciliations of accounts
- Balance accounts and record transaction history accurately

Many new grads also include their coursework as a way to highlight their knowledge and skill sets.

Teller, Visions Federal Credit Union, Vestal, NY July 2013-August 2015

- Accepted checks, cash, and other forms of payment from customers
- Balanced cash drawer on a daily basis, balanced vault
- Communicated well and consistently provided excellent customer/banking services

Feature past internships, co-ops, part-time and full-time work. Some resumes may also have a "Relevant Experience" section to showcase their past work related to the new position.

Cashier, Wegmans, Johnson City, NY September 2010-June 2013

- Assisted customers with transactions
- Greeted customers and ensured customer satisfaction
- Communicated effectively with supervisor and other members of team

In this section, include keywords that match the job description and highlight your "soft skills". Quantify your accomplishments when possible.

Leadership Experience

Member, Speakers of the House, SUNY Broome
Member, Phi Theta Kappa Honors Society, SUNY Broome

2015-2017
2016-2017

This section, as well as an "Awards and Honors" Section, are optional, but are a great way to demonstrate skills such as leadership and tell the employer a little bit more about yourself.