

Font Size for  
Body of Resume:  
11-12

Font Styles:  
Times New  
Roman or Arial

1" margins on  
entire document

Font Size for  
Name: 14-16

# ALEX ALUMNI

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4000 Pine Lane • Norfolk, NE 68701 • (402) 371-0000 • e-mail: alumni@yahoo.com

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## OBJECTIVE

To obtain the Financial Manager's position with Security Bank

Use clear, concise  
objective

## EDUCATION

**Degree program, XXXXX, [year]**

Concentration or Emphasis: XXX

Northeast Community College, Norfolk, Nebraska

GPA: 3.7

Only include GPA if  
3.0 or higher

*Professional development/Continued learning courses/workshops could be added here*

List jobs -  
most recent  
first

## PROFESSIONAL EXPERIENCE

Start each  
description  
with a  
strong  
action verb

### *Branch Manager*

Diamond Financial, Inc., City, NE

May [year]-Present

- Develop and promote goals and priorities of Diamond Financial
- Market and service business relationships
- Establish a presence within the community to expand customer base
- Control and review annual budget and expenses
- Conduct analytical procedures on financial data
- Manage and assign daily workloads to 15 professional staff

Watch  
verb  
tenses  
—use  
present  
tense if  
still at  
job/  
past  
tense if  
not.

### *Manager Trainee*

Diamond Financial, Inc., City, NE

June [year]-May [year]

- Completed intensive branch management training to comply with corporate mission statement and policies
- Involved in credit investigation, loan interviews and loan analysis
- Collected on past due accounts and arranged for repayment schedules
- Assisted customers with financial inquiries via telephone and in person

### *Bank Teller*

Anyone's Bank, City, NE

June [year]-June [year]

- Processed and balanced transactions according to bank policies
- Assisted customers with a variety of inquiries
- Balanced night depository bags and post office deposits
- Performed daily operations using the teller terminal and check proofing machine

## MEMBERSHIPS

NBA (Nebraska Banker's Association), Member

Chamber of Commerce, Promotions Committee

Kiwanis, Member

United Way, Fundraising Chair

Get involved!  
Employers like to  
see people who  
are active.

Second page should at least have your name and page 2, or can use same heading as page 1.

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### REFERENCES

Mr. Current Employer  
Title  
Company Name  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Ms. Former Employer  
Title  
Company Name  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Mr. Current Instructor  
Title  
College  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Ask references before using and ask where they wish to be contacted (home or work). Avoid using relatives as references.

### OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company  
This statement is placed after your name heading.
- Refer to job description to pull out key words.
- Avoid the use of "I" or first person.
- Use bold, italics, and bullets to draw attention to important items.
- Appearance should be professional and "clean" looking with no spelling or grammatical errors.
- Layout of resume should be easy to read with proper spacing between sections.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Relevant Coursework, Special Project, Internship, Military, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.