

# Champ Bailey

600 Tiger Ave  
Hays, KS 67601

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champbailey@gmail.com

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## EDUCATION

**Bachelor of Business Administration**, December 20xx

Major: **Finance**

Concentration: **Economics**

Fort Hays State University, Hays, KS

GPA: 3.71 on 4.0 scale

**Associate of Arts**, December 20xx

Butler County Community College, El Dorado, KS

## QUALIFICATIONS

- Experience with Microsoft Word, Excel, PowerPoint, Windows, and macOS
- Strong organizational, interpersonal, teamwork and leadership skills

## INTERNSHIP EXPERIENCE

**Market Analyst**, Summer 20xx

Koch Industries-Koch Minerals-Business Development, Wichita, KS

- Gathered and sorted information in Microsoft Excel
- Analyzed information through value chain analysis and profitability analysis
- Prepared PowerPoint presentations to report findings to upper-level personnel
- Created a financial model for a potential business venture through Microsoft Excel

## WORK EXPERIENCE

**Manager**, December 20xx – Present

Rental Property, Hays, KS

- Handle finances and yard work for rental property

**Assistant Football Coach**, July 20xx – November 20xx

Victoria High School USD 432, Victoria, KS

**Camp Counselor**, Summer 20xx

Butler Camp 2000, El Dorado, KS

**Lifeguard**, Summers 20xx – 20xx

City of Douglass, Douglass, KS

## HONORS/ACTIVITIES

- President, Alpha Kappa Psi
- Dean's Honor Roll
- Played college football at Fort Hays State University on a scholarship

## VOLUNTEER EXPERIENCE/COMMUNITY SERVICE

- Big Brothers Big Sisters
- Habitat for Humanity
- Kansas Special Olympics

# John Lynch

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Hays, Kansas 67601

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(785) 555-5555

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## EDUCATION

**Bachelor of Business Administration in Finance**, December 20xx

Concentration: **Banking**

Fort Hays State University, Hays, KS

**Associate of General Studies**, May 20xx

Fort Hays State University, Hays, KS

## QUALIFICATIONS

- Experienced in computer use: Microsoft Word, Excel, and PowerPoint.
- Excellent office skills; can interact with people easily, ability to multitask, and can work quickly but accurately.

## RELATED EXPERIENCE

**Bank Teller II**, August 20xx to Present

Emprise Bank, Hays, KS

- Provide outstanding customer service.
- Vault access, ATM access, and daily transactions.

## OTHER EXPERIENCE

**Student Assistant**, April 20xx to May 20xx

Teaching Innovation and Learning Technologies (TILT)

Fort Hays State University, Hays, KS

- Answered phones and directed students.
- Created miscellaneous spreadsheets for supervisor.
- Miscellaneous tasks included filing and delivering mail.

**Part-time Employee**, Summer 20xx

CPI Qualified Plan Consultants, Great Bend, KS

- Updated approximately one thousand files every night.
- Sorted and delivered mail.
- Kept employees informative notebooks up to date.
- Answered phones, helping customers with problems regarding their account.

## AWARDS/ACTIVITIES

Torch Award Nominee

Dean's Honor Roll

Emprise Bank Finance Scholarship

Member of the Finance Club

Member of the Fort Hays State University Varsity Golf Team

Member of the Fort Hays State University Honors College

# Need A. Career

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## OBJECTIVE

To secure an accounting/finance position offering continuous personal growth, responsibility, and challenges

## EDUCATION

**Bachelor of Business Administration in Finance**, December 20XX

**Bachelor of Business Administration in Accounting**, December 20XX

Concentration: **Financial Planning**

Fort Hays State University, Hays, KS

GPA: 3.9

## RELATED EXPERIENCE

**Volunteer Income Tax Assistant**, Spring 20XX

Fort Hays State University, Hays, KS

- Filed individual income tax forms for students and community members

## OTHER EXPERIENCE

**Student Manager**, August 20XX – Present

Fort Hays State University Football Team

- Set-up football fields before every practice and college game
- Ensure practices run smoothly, time practices
- Assist with training new managers and assistants

**Computer Lab Assistant**, January 20XX – December 20XX

Robbins College of Business and Entrepreneurship, FHSU

- Coordinated scheduling of students and teachers for the purpose of maintaining computer lab operations and activities
- Performed routine and preventive maintenance of computer lab and classroom equipment for the purpose of ensuring the availability and safe operating condition
- Inventoried supplies and submitted purchase orders

## ORGANIZATIONS/ACTIVITIES

- Accounting Club, President
  - Organized fund raising initiative which raised over \$2,000
- Make a Difference Day, Campus Coordinator
  - Led food drive campaign to benefit a local homeless shelter
- Diversity Awareness Committee, Member

## VOLUNTEER WORK

- Big Brothers Big Sisters
- Adopt-A-Team Special Olympics Program