

Sample Resume

MARK M. SCOVILLE
1452 4th Ave. North
St. Cloud, Minnesota 56301
(612) 555-0824

Permanent Address
31 Overlook Road
Blue Sky, Minnesota 55032
(612) 555-3574

Job Objective: Entry Level Financial Analyst with Portfolio Management or Financial Organization

EDUCATION

Bachelor of Science Degree in Business Administration
St. Cloud State University, St. Cloud, Minnesota
Major: Finance, Minor: Economics
Date of Graduation: November, 1995

WORK EXPERIENCE

Oct. 1993
To
Present

Park National Bank
St. Cloud, Minnesota

Computer Operator. Work nights; update daily files, process reports, back-up complete computer system, print notices, sort checks on reader sorter.

March 1992
To
Sept. 1992

Able Charlie Manufacturing Corporation
Bloomington, Minnesota

Project Worker. Processed insurance claims in excess of \$1,000,000.00 Used Lotus 1-2-3 and dBase III extensively.

ACTIVITIES & INTERESTS

Selected for President's Round Table (all-university plan board) Vice-President, Delta Sigma Pi (business fraternity) President, Financial Management Association, SCSU Advisor, Junior Achievement; voted "Company of the Year" Selected and secured national speaker for Career Days.
Hobbies: sports, camping, fishing, music