**SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

<https://www.linkedin.com/in/samplestudent>

**Business Administration Internship**

Detail-oriented Business Administration student with an in-depth academic background in business, finance, and accounting. Skilled in Microsoft Office applications and financial accounting principles. Experience providing excellent customer service and clerical support. Strong work ethic and proficiency in utilizing organizational, communication, team, and leadership skills. Fluent in English and Spanish.

**Education**

Harper College, Palatine, IL

Pursuing Associate in Applied Science, Business Administration Degree-

Financial Management Anticipated Graduation May 20xx

**Relevant Coursework**

Financial Institution Operations

Financial Accounting

Investment Management

Managerial Accounting

Finance

Business Law

**Skills**

Microsoft Office: Word, Excel, and PowerPoint

Fluent in Spanish and English

**Experience**

Harper College, Palatine, IL August 20xx to Present

**Student Aide - Business and Social Science Division**

* Manage clerical work, including scanning documents and filing records
* Answer telephones and assist callers by providing information or transferring phone calls to correct staff
* Assist faculty and staff by retrieving materials from other division offices

IKEA, Schaumburg, IL April 20xx to December 20xx

**Sales Associate / Cashier**

* Provided visitors with a positive shopping experience by exceeding all customer service standards
* Ensured that returns and exchanges were completed accurately and in timely manner
* Completed procedures to maintain correct stock levels
* Followed all cashier balancing policies and procedures

**Activities**

Harper College, Palatine, IL

Business and Entrepreneurship Club | PresidentAugust 20xx to Present