

Sample Resume

John J. Smith
100 Main St.
Omaha, Nebraska 68100
(H) 402-555-1212 (W) 402-555-2323

EXPERIENCE

(Always list current or last employment first, then prior employment, in order)

01/85 – Present **Fifth National Bank, Omaha, Nebraska** (\$150MM Assets)

TITLE: *Vice President, Commercial Loans*

RESPONSIBILITIES: It is not necessary to go into minute detail. Simply list duties and key accomplishments. If you are in lending, give size of personal portfolio, number of accounts, company annual sales, and largest credit line. If you are in trust, give size of personal portfolio, percentage of time spent in administration, etc., and percentage of time spent developing new business. Also, describe the position you were originally hired for, as well as any promotions received while with the bank, including dates.

06/80 – Present **Sixth National Bank, Omaha, Nebraska** (\$150MM Assets)

TITLE: *Assistant Vice President, Commercial Loans*

RESPONSIBILITIES: Not quite as much detail here as above.

EDUCATION

MBA, Finance - University of Nebraska, Lincoln, Nebraska (May 1980)

BS, Finance - Creighton University, Omaha, Nebraska (May 1978)

ADDITIONAL TRAINING:

(List work-related training, also any licenses or certifications you have)

Graduate School of Banking, Northwestern University, Evanston, Illinois (1983)

A.I.B. Courses in: (list courses)

MISCELLANEOUS: (Optional)

Homeowner; Hobbies include softball, volunteer work, and camping.

Member of: Rotary Club

Omaha Chamber of Commerce

American Red Cross

United Way

REFERENCES: Available upon request.