

Frank Kelley

166 South Georgia Avenue Shelby, MS 35562 662-855-2348 frkelley12@email.net

SUMMARY OF SKILLS:

- Effective organizational skills with ability to multi-task and solve problems
- Experienced in bookkeeping and budget management
- Strong communication and interpersonal skills supported by positive attitude

EDUCATION:

20xx-Present

Delta State University

Cleveland, MS

Bachelor of Business Administration

Major: General Business Administration GPA 3.9

Pending Graduation Date: May 20xx

RELATED COURSES

Business Communication

Risk and Insurance

Business Finance

Small Business Management

Statistics

Marketing Research

EXPERIENCE:

20xx-Present

International Marine Company

Greenville, MS

Accounts Payable Intern

- Participate in the annual audit and development of final certification report
- Assist in quarterly audit including identification and correction of accounting errors
- Develop several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors

20xx-20xx

Delta State University, College of Education

Cleveland, MS

Student Office Assistant

- Assisted Dean's secretary in daily office tasks
- Provided help to faculty to prepare for classroom lectures
- Designed spreadsheet to organize and keep student data updated

Summer

20xx

Bolivar County Hospital

Cleveland, MS

Administrative Intern

- Conducted evaluations on incoming patients
- Assisted accounts payable and human resources departments in daily tasks
- Documented patient charts and payment records
- Presented internship experience to Delta State University students and faculty

HONORS AND ACTIVITIES:

- Dean's List
- Bolivar County Hospital Scholarship Recipient
- Phi Beta Lambda
- Student Business Association
- Delta Mu Delta

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**DO NOT DUPLEX
OR STAPLE
ACTUAL RESUME!**

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REFERENCES:

Ms. Laura Staubb

Supervisor/Site Manager

International Mercantile Marine Company

Greenville, MS 15122

(662)846-1111

lstaubb@immc.com

Mr. Keith Logan

Chief Financial Officer

Bolivar County Hospital

P.O. Box 1224

(662)552-5562

Cleveland, MS 38732

clogan@bch.email

Ms. Nicole Lawrence

Human Resource Manager

Bolivar County Hospital

P.O. Box 1224

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nlawrence@bch.email

Mr. Charles M. Schwab

Academic Advisor/Professor of Accounting

Delta State University

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**E-mail your resume to
careerservices@deltastate.edu
and we'll give it a free check-up!**

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September 6, 20xx

Mr. Stephen George
Quality Manufactures, Inc.
PO BOX 3221
Jackson, MS 39202

Dear Mr. George:

I am enclosing my resume for consideration of the Accounts Management position with Quality Manufactures, Inc. I believe that I possess the knowledge, experience, skills, and talent to make a significant contribution to the success of the company's mission, "_____." I am looking for an opportunity to put my skills and knowledge to use as an effective manager. This position will give me the opportunity to utilize my business knowledge to help Quality Manufactures, Inc. build its customer base and exceed sales goals.

I will receive my Bachelor of Business Administration degree in Business Administration from Delta State University in 20xx and plan to move to the Jackson area. In addition to studying such valuable courses as _____ and _____, I have learned a great deal about management and the sales industry as an active member of the Delta State University Student Business Association. I also offer solid accounting and administrative abilities due to my experience with International Marine and Bolivar County Hospital.

I feel that the Accounts Management position at Quality Manufactures mirrors my personal interests and abilities. I am excited about the possibility of joining your team and working closely with the company. To provide you with more information about my experiences and education, I have enclosed my resume.

Sincerely,

Frank Kelley

Frank Kelley

Enclosure

Business Administration/MBA Interview Questions

1. Discuss your career progression.
2. Give examples of how you have demonstrated leadership inside and outside the work/school environment.
3. What do you want to do (in regard to business function, industry, location)?
4. Why the MBA? Why now?
5. Describe an ethical dilemma faced at work or in group study?
6. Describe your career aspirations?
7. What would you do if you were not given the position?
8. What are your long- and short-term goals? Why?
9. What activities you are involved in? Why are they important to you?
10. Give an example of your experience in the work place.
11. Why did you choose your undergraduate major?
12. What contributions would you make to a group?
13. What is most frustrating at work to you?
14. Describe a typical work day.
15. Have you worked in a team environment? What were your contributions?
16. Discuss any experience you have had abroad.
17. How did you choose your job after college?
18. What do you do to relieve stress?
19. Its two years after graduation, what three words would your team members use to describe you?
20. Describe a situation where you brought an idea forward, and it failed.
21. How do you define success?
22. What would you do if a team member didn't pulling his own weight?