

JOHN R. ANDERSON

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Analytical~Communication~Ideation~Input~Competition

OBJECTIVE

To obtain an entry level marketing or sales position with an aggressive firm.

EDUCATION

Bemidji State University, Bemidji, MN
Bachelor of Science Degree May 20XX
Major: **Business Administration**
Minor: **Management Information Systems**
Emphasis: **Marketing**

INTERNSHIP

Management Trainee, Sherwin Williams Company, Edina, MN Summer 201XX

- Evaluated commercial credit applications
- Verified accounts payable
- Monitored accounts receivable
- Ordered and maintained appropriate stock levels

WORK EXPERIENCE

Salesman, Patterson's Menswear, Inc., Bemidji, MN September 20XX-20XX

- Assisted customers with merchandise selection
- Resolved customer complaints
- Performed daily book work

Process Support, Northwood's Panelwood, Northville, MN Summers 20XX-20XX

- Operated diverse industry-related equipment
- On-the-spot problem solving and equipment repair
- Adapted quickly to varied work-station assignments

COMPUTER EXPERIENCE

MS Office: Word, Excel, Access, PowerPoint
C # .Net
FrontPage

COLLEGE ACTIVITIES

Business Club - President 20XX-20XX
 - Member 20XX-20XX
Co-Chairperson for Career Connections 20XX
Residence Hall Representative 20XX-20XX
Intramural wrestling and volleyball 20XX-20XX

INTERESTS

Racquetball, weight lifting, cross-country and downhill skiing, music, and travel

REFERENCES

See attached page