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Free Banking Sample Resume

Banking Sample Resume For A New Career

If you are tired of the same old everyday job that you currently hold and wish to start a new career as a bank worker, then one very important thing that you will need to know is how to write a resume. Here is a tips on preparing a banking sample resume.

Here are some good tips you can use when you write your resume. The first thing you want to do is to write down personal details about yourself, such as your name, e mail address, your cell and home number and place this on top of your document. You may even provide some details in regard to your current employer if you are working.

Next is your career objectives, so be sure and write down your career objectives you have selected for yourself and where you wish to be employed. After that then you shall want to provide a summary of your qualities you have or have gotten from your other work experiences and from college as well.

When your done writing that then you shall need to start writing about your professional experiences in order, which should begin with your current employment to the destination that you are now after. You shall need to include each organization and destination in which you held and also the responsibilities that were provided by you. If you can try to describe your work related experiences, which shall be relevant towards the job in which your seeking to find.

The information you will then submit is very essential for the success of finding the kind of job it is your seeking. So provide the highest degree it is you held and also describe any details about your computer skills and knowledge along with any other educational qualities. Take to the bank and submit this resume to an employee of the bank that handle all of the hiring.

Sally Sue Smith

123 Any St. Hometown, USA 09876

• Phone no: 555-123-0987• Email: SSSmith@gmail.com

PROFILE:

I am a sincere, loyal and dedicated individual who has a great deal of ambition. Although I have extensive experience in the banking industry, I love to learn, and am always up to a challenge. I get along well with others, while also working efficiently on my own. I am seeking a position where I can develop and excel while giving my best to an employer.

Work History:

Banker - Wells Fargo Bank-Vacaville, CA. Aug 2006 - Mar 2008

- Open/close customer accounts
- Process loan applications
- Meet sales goals daily
- Supervise tellers
- Issue safe deposit boxes
- Customer service
- Teller

Banking Teller - Wells Fargo Bank-Vacaville, CA. Nov 2005 - Aug 2006

- Process customer financial transactions
- Various office duties (fax, filing)
- Customer service
- Balance cash tilt
- Meet sales goal

Clerks Helper - Foodmaxx-Fairfield, CA. Mar 2002 - Aug 2003

- Customer Service
- Gather shopping carts
- Assist customer with shopping needs
- Bag groceries

Education:

Allied College - Online

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Medical billing -

Still attending.

Silicon Valley College - Fremont, CA

Certification, Feb 2004 - Dec 2004

I have certificates in the following fields.

- Medical Terminology
- Human Anatomy
- Phisiology

Fremont Adult School - Fremont, CA

GED

I recieved my GED

Skills:

- Customer Service
- Multi-line phones
- 10 key

REFERENCES:

- Furnished upon request.

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