

FIRST NAME LAST NAME

City, State, Emailaddress@provider.com, Phone Number
linkedin.com/in/firstnamelastname/

OBJECTIVE

A _____ position utilizing my _____, _____, and _____ skills

EDUCATION

Master of Accounting Science, May 20XX
Bachelor of Science in Accountancy, May 20XX
Northern Illinois University, DeKalb, IL
GPA: 3.7/4.0
Eligible for the CPA Exam: May 20XX

SPECIAL SKILLS AND EXPERIENCES

Language: Conversant in French
International Experience: Exchange program in Sophia Antipolis, France, including travel to England
Computer: QuickBooks; Great Plains; MS Office

ACCOUNTING EXPERIENCE

Accountancy Intern, Robert G. Jones, C.P.A., & Co., Wheaton, IL, January 20XX-April 20XX

- Assisted with preparation of personal and small business tax returns
- Entered small business checkbook data into QuickBooks

CAMPUS LEADERSHIP

President, Society for the Advancement of Management (SAM) NIU Chapter, September 20XX - present

- Planned and led professional development meetings and events for a group of 15+ students
- Increased the number of events available to members from 5 to 8; increased funding through grants to cover the cost of the events

Active Member, Student Accountancy Society, DeKalb, IL, September 20XX - Present

- Served on the Fundraising Committee, which raised 150% of expected funds to support professional development opportunities
- Participated in events designed to enhance professionalism and knowledge of the field

RELATED EXPERIENCE

E-Business Owner through Amazon.com, DeKalb, IL, June 20XX-present

- Establish and operate profitable small online textbook resale business
- Locate and purchase highly desirable books and materials for resale
- Assist customers with purchases, negotiate payments, and arrange shipments

Third Key, Claire's Boutique Inc., Bloomingdale, IL, May 20XX-December 20XX

- Achieved 100% accuracy in balancing cash drawers over a 3 year period of employment
- Created reports to accompany damaged merchandise returns
- Implemented daily management instructions and ensured store was ready for opening
- Assisted with training, supervision, and mentoring of new employees
- Awarded personal highest "ADS" (Average Daily Sales) and store recognition for highest weekly increase in revenue