**Name**

City, ST

Email Address

Cell Phone Number

**EDUCATION** **Bachelor of Science in Business Administration**

Auburn University at Montgomery

Montgomery, AL, expected graduation MONTH YEAR

**Major:** Accounting

**Overall GPA**: #.#/4.0 **Major GPA**: #.#/4.0

**EXPERIENCE Job Title**, Company Name, City, State, Months or Years in the position

* List your responsibilities and accomplishments in reverse chronological order. Use present tense for current experience, past tense for past experience. Aim for no more than three bullet points per experience.
* Lead with an action word that accurately describes your responsibility. If applicable, state the situation, action, result. Omit I, my, me, you, we.
* Focus on transferable business skills. Examples: Promote specials to customers to increase sales. Maintain patient records for efficient access by medical staff. Proactively assist customers with locating products to increase sales.

**Job Title**, Company Name, City, State, Months or Years in the position

* List your responsibilities and accomplishments. Use past tense for past experience. Aim for no more than three bullet points per experience.
* Example: Assisted customers with merchandise returns and relayed their concerns to management to improve the customer experience.
* List your responsibilities

**LEADERSHIP Position Held**, Club or Organization Name, University/Location, Years position

**EXPERIENCE** was held

**Position Held**, Club or Organization Name, University/Location, Years position

was held

**HONORS/** Dean’s List, list years

**ACTIVITIES** Accounting Club, member of the Events Committee

Delta Epsilon Kappa, Accounting Honor Society

Omicron Delta Kappa, Admitted Month and Year

Alabama Society of CPA’s (ASCPA), Student member

American Institute of CPA’s (AICPA), Student member

List any other Professional Accounting Organizations (IMA or AGA)

Volunteer with SaveFirst

Student Volunteer with the ASCPA 7th Annual Classroom Blitz, Date

List any fraternities or sororities you are in

List any other organizations that you have been a part of on campus or in the community