

Resume Sample Template

Your Name

123 Anytown Street

An Objective; if used, should be catered specifically towards a desired position or opportunity. For higher or diverse levels of experience a professional summary may be considered; 3-5 statements summarizing relevant skills

Anytown, VA 22232 (123) 123-4567

email@youremailaddress.com

OBJECTIVE

To obtain an entry-level position in public accounting

Start with your most recent educational experience and list backwards. Only list school information in which you obtained a degree or certificate (don't list information of schools you transferred from).

EDUCATION

College Name, Town, VA

Bachelor of Your Degree Name

May 2016

Advertise your GPA only if it is over a 3.0. (unless application process requests mandatory report of it).

Major: Accounting

Minor: Information Systems

GPA: 3.2

Second College if attended, Town Name, VA

Associate Degree or Degree Name Here

December 2014

GPA: 3.5

Experiences within the "Related Experience" section should be relevant to your objective. If you choose not to include an objective or lack related experience, consider utilizing a general "Experience" section. Have 3 – 5 bulleted job functions documented.

Relevant Courses: Managerial Accounting, Taxation, Principles of Insurance, Business Law, Finance, and Accounting Information Systems

RELATED EXPERIENCE

Name of organization, City and State

Your Job Title (Duration of Employment)

- Begin the documentation of each performed job function with an action verb in the appropriate tense (current employment=present tense; past employment=past tense)

If experiencing difficulty in documenting job functions, conduct a google search; "job functions performed by [job title]" or use onetonline.org. This should provide you with a professionally written list of functions an individual would perform in that specific role. Identity functions from the list that you perform(ed), and use them to list on your own resume.

List between 3 – 5 bulleted functions.

- Quantify and qualify when possible. Do not use "responsible for" or "duties included"
- NO FIRST PERSON (I, Me, or My).

Only basic job information is needed for "other experiences", unless additional content is needed to fill document.

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OTHER EXPERIENCE

Name of organization; City and State; **Your Job Title**; (Duration of Employment)

Only basic job information is needed for activities, community service, or voluntary experiences...

...UNLESS these experiences are related to your objective. Then locate them in "Related Experience" section with 3 – 5 bulleted functions.

Ex: Outback Restaurant; Virginia Beach, VA; **Waiter**; (September 2013 – August 2014)

LEADERSHIP

Title of Affiliation; *Name of Organization/Event*; (Length of Activeness)

Ex: **Member**; *Alpha Beta Delta Fraternity*; (September 2014 – Present)

Additional sections can vary; some examples include "Community Involvement", "Student Engagement", "Affiliations", "Professional Development and Training", Computer, Languages, etc.

If you include this statement, you should have at least THREE (3) professional or academic references ready to provide. List references in a SEPARATE document from resume (unless application process requests otherwise).

References available upon request