YOUR NAME

City, ST | Phone | Email | LinkedIn **[For accounting, keep your format fairly clean and simple]**

# Education

**Bachelor of Science, Accounting** | University of Oregon | Eugene, OR Expected June 2024

Lundquist College of Business CPA Eligible: June 2024

Cumulative GPA: 3.5 Accounting GPA: 3.5 **[For accounting, break out the GPA and include CPA Eligibility date]**

# Experience [Note: Recruiters are interested in experience that shows your SKILLS—even if it is not accounting-specific]

**Busy Season Tax Intern** | ACP CPAs | Anytown, OR January 2022 – April 2022

* This is the place for 2-5 bullet points with your key responsibilities and best accomplishments. Use the [**WHO** method](https://mohr.uoregon.edu/resources/the-who-method/) to make each bullet point answer the questions **W**hat did you do? **H**ow did you do it? What were the **O**utcomes of your work?
* Example: Performed preliminary preparations of 50 individual income tax returns by inputting data into Lacerte software and reviewing for accuracy, to support associates’ productivity.

**Tax Preparer** | Volunteer Income Tax Assistance Program | Eugene, OR December 2020 – April 2021

* Example: Met with community members, reviewed submissions, and prepared tax documents at no charge for 20+ individuals and families with a high degree of accuracy.
* Example: Completed tax preparer certification training.

**Food Prep Assistant**, Carson Dining Hall | University of Oregon | Eugene, OR September 2019 – March 2020

* Example: Prepared ingredients according to daily menu plan, using time management and organization skills to complete multiple tasks during each shift.
* Example: Communicated with a 4-member team, rotating stations to help wherever it was needed.

# COURSE Projects [Note: This section is OPTIONAL—use this section to highlight specific projects or to fill out your resume]

**Team Member**, Business Capstone Project | Eugene, OR April 2023 – June 2023

* Remember to use the [**WHO** method](https://mohr.uoregon.edu/resources/the-who-method/) for all bullet points. Begin with a verb in past tense and include What you did (task), How you did it (skills used), and the Outcome of your work.

**Team Lead**, Business Strategy and Planning | Eugene, OR January 2023 – March 2023

* Example: Presented findings and recommendations to 80 peers in the form of a structured 16-page report and virtual presentation, generating thorough discussion and feedback.

# Awards [Note: This section is OPTIONAL—use if warranted]

**Academic Achievement Award,** University of Oregon, Eugene, OR | 2023

**Highest Growth Student Club,** University of Oregon, Eugene, OR | 2022

# Skills [Note: This section is OPTIONAL—can be used to highlight technical and language skills]

Lacerte Software | Excel (including keyboard shortcuts)| PowerPoint