

How to Use Our Templates

Our resume templates are part example, part template. Everything (literally everything) is meant to be adjustable. If you want to change the wording, formatting, colors, etc... you can and should! Remember that your resume is *yours*, so customize the template to meet your needs and your aesthetic.

Summary Section

This is an *optional* section that could be useful if you have some experience (professional, volunteer, or educational) relevant to the job you're applying for. If you are seeking a role that isn't as directly related to your experience (professional, volunteer, or educational), this section could be especially useful, as a well-crafted Summary can help explain a career pivot, re-frame experience for a new industry, or offer professional branding language to strengthen the "first impression" delivered by the document.

Work Experience Section

This, or a section just called "Experience" is a *required* section. Using a heading called "Work Experience" indicates that all of the experience in that section was paid work. To keep the section more flexible, use "Experience" as the heading, then volunteer work, club participation, or event projects could be included.

Key Skills Section

Another *optional* section that can be useful, especially for those with lots of work experience. The skills in this list should also be incorporated into your bullet points in your "Experience" section. Remember that recruiters and hiring managers are looking for evidence—don't just claim a skill, back it up with evidence—incorporating the skill into applicable bullet points.

Think of these templates as a starting point. Choose a format and begin working with it. Customize it to your liking. Remember, keep it succinct, easy to skim, and incorporate relevant keywords.

YOUR NAME

CITY, ST | PHONE | EMAIL | LINKEDIN

For accounting,
keep your format
clean and simple

GPA and include
CPA Eligibility
date

Recruiters are
interested in
experience that
shows your
SKILLS—even if
it is not
accounting-
specific

The Course
Projects/Awards
/Skills sections
are OPTIONAL—
use this section
to highlight
specific projects
or to fill out your
resume

This section can
be used to
highlight
technical and
language skills

EDUCATION

Bachelor of Science, Accounting | University of Oregon | Eugene, OR
Lundquist College of Business
Cumulative GPA: 3.5 | Accounting GPA: 3.5

Expected June 2024
CPA Eligible: June 2024

EXPERIENCE

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](#) to make each bullet point answer the questions **What** did you do? **How** did you do it? What were the **Outcomes** 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 rigorous tax preparer training and earned IRS certificate.

Food Prep Assistant, Carson Dining Hall | University of Oregon | Eugene, OR June 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

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

- Remember to use 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

Academic Achievement Award, University of Oregon, Eugene, OR | 2023
Highest Growth Student Club, University of Oregon, Eugene, OR | 2022

SKILLS

Lacerte Software | Excel (including keyboard shortcuts) | PowerPoint