

BUSINESS MAJOR/ACCOUNTING

The format of this résumé can be used for any major/field

First Name | Middle Initial | Last Name

123 Street Name, Town or City, State, Zip Code (888)888.8888

First.lastname@uconn.edu – www. LinkedIn.com/in/First.Lastname

Objective:

Seeking an opportunity to gain experience in the professional field of accounting.

Education:

University of Connecticut, Storrs, CT

Bachelor of Science, Business, May 20XX

Major: Accounting

Major GPA: 3.87/4.00 **Cumulative GPA:** 3.76/4.00

150 hour educationally compliant for CPA, May 20XX

Academic Achievements:

New England Scholar Award: 20XX

Golden Key International Honor Society: Inducted November 20XX, *Member*

University of Connecticut Dean's List: Fall 20XX and Spring 20XX

Work Experience:

Camp Oakwood, Madison, CT

Camp Counselor, Summers 20XX – 20XX

- Managed a group of 20-30 youth, aged five to eight years old in a summer camp setting, while supervising and assisting in a range of activities.
- Coordinated and directed special events for the camp such as the 4th of July picnic, Camp Olympics, and a beach day.
- Provided a fun and enriching experience for campers, while maintaining structure and order to ensure their safety, and personally developing leadership and management skills.

Mary's Café, Durham, NH

Cashier, August 20XX - May 20XX

- Worked behind the counter, preparing drinks and food for customers, as well as operating the cash register, making sure to maintain an accurate cash balance.
 - Maintained fully stocked shelves and storefront creating a clean and organized appearance.
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Activities:

Accounting Society, UConn, Storrs, CT

Member, September 20XX - Present

PricewaterhouseCoopers Extreme Accounting Competition, Storrs, CT

Participant, October 20XX

Habitat for Humanity, UConn, Storrs, CT

Member, Fall 20XX

Intramural Soccer and Flag Football, UConn, Storrs, CT

Team Member, Fall 20XX, Spring 20XX

Interests:

Running, skiing, reading

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OBJECTIVE

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EDUCATION

University of Connecticut, Storrs CT

Bachelor of Science in Business

May 20XX

Major: Accounting

Major GPA: 3.XX/4.00 Cumulative GPA: 3.XX/4.00

150 hour educationally compliant for CPA

August 20XX

ACADEMIC ACHIEVEMENTS

New England Scholar Award Recipient 20XX

Golden Key International Honor Society, *Inductee*

November 20XX

University of Connecticut Dean's List

August 20XX-May 20XX

RELATED EXPERIENCE

Maximum Accounting, LLP, Madison, CT

Intern

Summers 20XX-20XX

- Learned the basic elements of tax preparation and assisted Accountants with paperwork to ensure accuracy and completion of all forms
- Created documentation that was well organized, concise and properly referenced for five Accountants
- Developed familiarity with research tools such as CCH, RIA, and BNA

WORK EXPERIENCE

Mary's Café, Durham, NH

Cashier

August 20XX-May 20XX

- Worked behind the counter, preparing drinks and food for customers, as well as working at the cash register, making sure to maintain an accurate cash balance.
- Maintained fully stocked shelves and storefront creating a clean and organized appearance.

ACTIVITIES

PricewaterhouseCoopers Extreme Accounting Competition, Storrs, CT *Participant*

October 20XX

- Utilized critical thinking, analytical, communication, and time management skills in a professional setting to develop a case and give a presentation with a team on a real world accounting issue to PwC representatives.

Accounting Society, UConn, Storrs, CT *Member*

September 20XX-Present

Intramural Volleyball, UConn, Storrs, CT *Team Member*

Fall 20XX, Spring 20XX

Habitat for Humanity, UConn, Storrs, CT *Member*

Fall 20XX

INTERESTS

Running, skiing, reading, sports