

FIRST LAST

San Diego, CA 92110
(555) 555-5555
name@sandiego.edu

SAMPLE JUNIOR
(STARTED USD AS A FRESHMAN)
ACCOUNTANCY MAJOR

EDUCATION

University of San Diego
Bachelor of Accountancy
Accounting GPA: 4.0 Major GPA: 3.6 Overall GPA: 3.4 **1**
Planning to complete 150 units by August 2021

San Diego, CA
Expected May 2021

Accountancy Coursework — Completed
Principles of Financial Accounting: A
Accountancy Coursework — In Progress
Intermediate Accounting

Principles of Managerial Accounting: A
Cost Accounting

EXPERIENCE

Marketing Ambassador
USD Career Development Center (CDev)
• Assist with marketing updates and special projects
• Manage social media account with a goal of increasing CDev brand recognition

September 2018–present
San Diego, CA

Sales Representative
Athletics Unlimited
• Handled sales and customer service for customized athletic product
• Delivered team purchases to schools, team sites and businesses
• Utilized creative advertising techniques to increase company visibility
• Processed sales orders, filed purchase orders, performed maintenance and opened/closed store

Summers 2016–2017
Sacramento, CA

SKILLS

- Microsoft Excel certified; proficient in Microsoft Word and PowerPoint
- Knowledge of Oracle and QuickBooks
- Proficient in Adobe Illustrator
- Proficient in Spanish

LEADERSHIP AND COMMUNITY SERVICE

Accounting Society, University of San Diego
• Student Accounting Lab Tutor
• Outstanding Member, Spring 2018

Spring 2018–present

Beta Alpha Psi, Honor Society, University of San Diego

Spring 2018–present

Accounting Leadership Program
• Attended summer leadership programs with three public accounting firms

Summer 2018

Preceptor Assistant
• Mentored and advised first-year students in Economics 101 class at the University of San Diego

Fall 2018

Volunteer for Special Olympics, beach cleanups, and tutoring elementary school students

2016–2018

IMPORTANT NOTES

- 1** Major GPA = all business classes
Accounting GPA = All accounting classes
Overall GPA = all classes including core and non business classes

• Major and overall GPA can be found on DegreeWorks, Accounting GPA will need to be calculated by you.