

FIRST LAST

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

SAMPLE SENIOR ACCOUNTANCY MAJOR

EDUCATION

University of San Diego
Bachelor of Accountancy
Accounting GPA: 3.65 Major GPA: 3.74 Overall GPA: 3.42
Completing 150 units by May 2020
Accounting International Experience
• Completed six units of accounting and business courses in London, Paris, and Rome

San Diego, CA
Expected May 2020

June 2018

1

EXPERIENCE

2

Budget and Treasury, University of San Diego
Accounting Intern
• Post journal entries and reconcile investment activity for the university's \$320 million portfolio
• Prepare Excel spreadsheets and reconciliations in support of external audit
• Assist in the audit of academic and administrative departmental budgets maintained in the university's Oracle ERP System
• Prepare quarterly manual for university president outlining gifts comprising endowment fund balance

Career Development Center, University of San Diego
Career Ambassador
• Served as a liaison between students, faculty and office staff
• Assisted with database updates and internet research projects
• Managed busy reception area and handled multiple duties, including answering phones, scheduling appointments, and distributing information to students

Athletics Unlimited
Sales Representative
• 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

San Diego, CA
October 2018–present

San Diego, CA
September 2018–May 2019

Sacramento, CA
Summers 2017–2018

SKILLS

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

LEADERSHIP AND COMMUNITY SERVICE

Beta Alpha Psi, Vice President, University of San Diego
Accounting Society, University of San Diego
• Director of Hospitality and Student Accounting Lab Tutor
• Outstanding Member
Preceptor Assistant
• Mentored and advised first-year students in Economics 101 class at the University of San Diego
Volunteer for Special Olympics, beach cleanups, and tutoring elementary school students

January 2019–present

Fall 2017–present
Spring 2018

Fall 2017

2015–2017

3

IMPORTANT NOTES

1

There is no need to highlight every class and grade at this stage.

3

Highlight leadership experience.

2

Focus on internship experience.