

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

**SAMPLE SOPHOMORE  
ACCOUNTANCY MAJOR**

## EDUCATION

University of San Diego  
Bachelor of Accountancy  
Accounting GPA: 4.0 Overall GPA: 3.5 **1** San Diego, CA  
Expected May 2022

### Accountancy Coursework

Principles of Financial Accounting: A Principles of Managerial Accounting: In progress

## EXPERIENCE

Career Ambassador **2** September 2019–present  
USD Career Development Center San Diego, CA  
• Serve as a liaison between students, faculty and office staff  
• Assist with database updates and internet research projects  
• Manage busy reception area and handle multiple duties, including answering phones, scheduling appointments and distributing information to students

Sales Representative  
Athletics Unlimited **3** Summers 2017–2019  
Sacramento, CA  
• 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

## SKILLS

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

## LEADERSHIP AND COMMUNITY SERVICE

Accounting Society, University of San Diego Spring 2019–present

USD NCAA Division I Football Team Fall 2018–Spring 2019  
• Devoted 20 hours/week to training and competition while achieving strong academic record

Senior Class President, Burbank High School **4** Seattle, WA

Volunteer for Special Olympics, beach cleanups, and tutoring elementary school students 2016–2018

### IMPORTANT NOTES

- 1** Accounting firms prefer to see both your accounting GPA and overall GPA. You will also want to include any accounting coursework that is currently in progress or completed.
- 2** Review the job description to identify skills that are relevant to the position you are seeking.
- 3** Present your accomplishments in the experience section by adding a result to your task.
- 4** Visit for accounting resume samples by year:  
[www.sandiego.edu/careers/documents/resume-accounting.pdf](http://www.sandiego.edu/careers/documents/resume-accounting.pdf).