# 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



San Diego, CA Expected May 2022

**Accountancy Coursework** 

Principles of Financial Accounting: A

Principles of Managerial Accounting: In progress

## **EXPERIENCE**

# Career Ambassador

**USD Career Development Center** 



September 2019—present San Diego, CA

- Serve as a liaison between students, faculty and office staff
  Assist with database undates and internal research projects.
- 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

• 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 2017—2019 Sacramento, CA

# **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** 

• Devoted 20 hours/week to training and competition while achieving strong academic record

Fall 2018—Spring 2019

Senior Class President, Burbank High School

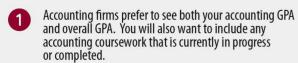
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Seattle, WA

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

2016-2018

APORTANT NOTES





Present your accomplishments in the experience section by adding a result to your task.



Review the job description to identify skills that are relevant to the position you are seeking.



Visit for accounting resume samples by year: www.sandiego.edu/careers/documents/resume-accounting.pdf.