

FIRST LAST

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

**SAMPLE SOPHOMORE OR JUNIOR
ACCOUNTANCY MAJOR
(TRANSFER STUDENTS)**

EDUCATION

University of San Diego
Bachelor of Accountancy
Accountancy courses in progress: Intermediate Accounting, Cost Accounting
Planning to complete 150 units by August 2021
San Diego, CA
Expected May 2021

Mesa College
Associate of Science in Accounting
Accountancy Coursework:
Financial Accounting: A
Overall GPA: 3.87
1
Managerial Accounting: A
Accounting GPA: 4.0
2
San Diego, CA
May 2018

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 updates and internet research projects
- Manage busy reception area and handle multiple duties, including answering phones, scheduling appointments, and distributing information to students

Accounting Assistant
GDI Stables
June 2017–July 2018
San Diego, CA

- Worked part-time to handle accounts receivable data entry
- Prepared Excel spreadsheets, reconciled bank statements, and maintained client cost sheets

Sales Representative
Athletics Unlimited
2016–2017
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

USD Accounting Society
USD Beta Alpha Psi Candidate
Mentor Connection Program
Fall 2019–present
Fall 2019
2017–2018

- Mentored and advised first-year students at Mesa College

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

IMPORTANT NOTES

1 It's okay if you just transferred and don't have a USD GPA. Highlight your previous institution's GPA.

2 Don't combine GPAs from different institutions.