

Resume Format

General Template Notes:

- 1. The words in red are my notes. When you finalize your resume, delete the words in red.*
- 2. The bullet points for each job descriptions are suggestions, DO NOT copy them, but rephrase or reword based on your responsibilities at the job.*
- 3. Your resume should be no more than one page.*
- 4. Use tabs rather than spaces when completing your resume.*
- 5. Your resume is advertising copy. The objective of your resume is to induce a potential employer to interview you.*
- 6. Once you get the interview, the bullet points on your resume will serve as talking points in the interview process, so be prepared to discuss.*
- 7. Do not include lines in your resume. When an accounting track software (ATS) interprets a line as the end of the resume.*
- 8. Save your resume using your name. For example, if your name is Jane Doe. Save your resume as Jane Doe.docx.*
- 9. When you finalize your resume or submit it for an application, save your resume as a PDF file using the same naming convention Jane Doe.pdf.*

Name

XXXX@gmail.com • (XXX) XXX-XXXX • www.linkedin.com/in/XXXX-XXX

Contact Block Notes:

- 1. Do not use your university e-mail address.*
- 2. If you do not have a LinkedIn account, create one.*
- 3. Do not include your physical address.*

Education

Bachelor of Business Administration - Accounting

East Texas A&M University

Expected August 20XX

GPA: 3.90

Education Notes:

- 1. If you have significant work experience, start with experience.*
- 2. Do not include associates degree or high school*
- 3. Put degree first because you are selling your degree*
- 4. Put your highest degree first (e.g. Masters)*
- 5. Do not include Commerce, TX*
- 6. Only include your GPA if it is greater than 3.0*
- 7. If you are CPA eligible when you graduate, please make a note of it here.*

Extracurricular Activities

- NABA Inc.
- TXCPA Member
- Beta Alpha Psi
- Church

- Fraternity/Sorority

1. *Include any positions you held in these organizations.*
2. *If possible, do this in tabular format.*

Skills & Certifications

- Excellent verbal and written communication skills
- Spanish proficiency (reading, writing & speaking)
- QuickBooks Certified
- Time management
- Critical thinking
- Leadership
- Ten Key by Touch
- Excel, Tableau

Skills and Certifications Notes:

1. *You can do this in two columns.*
2. *I suggest you include your favorite excel function if you have one.*
3. *Also, include any excel certifications.*

Experience

Sales Associate

September 20XX - Present

Pharmacy/Store Name

- Operate POS system processing 120 transactions daily including sales and exchanges with 99% accuracy.
- Greet and assist 120+ customers, restock over 20 items, and conduct inventory counts and control on key items per shift.
- Encourage and register on average 5+ customers per shift to register for the XXX loyalty program.

Student Worker

January 20XX – August 20XX

East Texas A&M University- Commerce

- Handle on average 10-20 calls daily with prompt and professional service.
- Assist in planning and coordinating 4+ office events per semester.
- Greet and direct over 20+ visitors weekly within 2 minutes of their arrival.

Camp Counselor

Summer 20XX

XXX Camp

- Demonstrated leadership skills by motivating teenagers to actively engage in team-building activities.
- Fostered a collaborative environment among students.
- Managed 2-3 tasks while simultaneously supervising a group of 10 students.

Barista

July 20XX-August 20XX

XXX Coffee Company

- Conducted inventory counts for related food, beverage and assorted display goods.
- Performed cash handling duties accurately and efficiently to ensure accurate accounting records.
- Exhibited excellent communication and time organization skills while interacting with customers and coworkers.

Stocker

February 20XX-June 20XX

XXX Retail Store

- Delivered premier customer service by assisting with product inquiries, selections, and purchases.
- Stocked and organized shelves with over [X] items daily, ensuring product availability.
- Monitored inventory levels and reported discrepancies, maintaining [X]% accuracy in stock management.

Waitress/Server

October 20XX-December 20XX

XXX Restaurant

- Delivered excellent customer service to [X] guests daily, ensuring satisfaction and loyalty.
- Processed payments exceeding \$[X] per shift, ensuring accuracy and efficiency.
- Trained and supported [X] new team members, improving service quality and teamwork.

Accounting Clerk/Accounting Intern

January 20XX-May 20XX

XXX Accounting Firm

- Prepared and analyzed financial reports to ensure accuracy and compliance.
- Assisted with account reconciliations by identifying and resolving discrepancies through communicating with co-workers and the client.
- Supported budgeting processes by compiling data and generating detailed financial summaries.

College Athlete (XXX Team)

January 20XX-May 20XX

ETAMU

- Built leadership skills by collaborating with teammates to achieve shared goals.
- Managed time effectively balancing academics, practice schedules, and competitions.
- Enhanced performance by analyzing metrics and implementing improvement strategies.

Experience Notes:

1. *Do not include city and state where you work or worked.*
2. *No more than three bullets per job.*
3. *Start each bullet point with an action verb.*
4. *End each bullet point with a period.*
5. *Quantify, quantify, quantify as many bullet points as possible.*
6. *Use present tense verbs for current job(s) and past tense for prior job(s).*
7. *Make certain the dates of employment line up using the tab feature in word NOT spacing.*