

NAME (BOLD AND UPPERCASE <=14 pt)

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EDUCATION (12 pt UPPERCASE)

University of New Hampshire, Durham, NH (10 – 12 pt mixed-case and bold)

Peter T. Paul College of Business and Economics

Candidate for Bachelor of Science in Business Administration, Option in Accounting

May 2016

GPA: **(Optional)**

Honors, scholarships or awards – explain criteria for awards **(Optional)**

Universidad de Granada, Granada, Spain

Fall 2015

Study Abroad Program – List relevant aspects only

Relevant Coursework (and/or Projects): (based on Specific Job/Company – only necessary if not enough relevant experience to list to fill the page)

- Most Relevant Course
- Course Currently Taking
- Course Planned in Future
- Course Planned in Future

EXPERIENCE

ABC Accounting Firm, Portsmouth, NH (Co. Name & Location – 10-12 pt mixed case)

Tax Intern

Summer 2015

- List experiences in reverse chronological order. Show challenges, skills, outcomes
- Begin with action verb, avoid “Responsible for.,” “Duties included,” and “Performed...”
- Number of bullets and order used should indicate relevance to that specific opportunity or position

UNH Computer Center, Durham, NH

Technical Assistant – Computer Lab (10-12 hrs./week)

9/2014 – 4/2015

- Work-study and on-campus jobs – No bullets required unless demonstrate relevant skills or abilities

Harbor Safe Deposit and Trust, Waltham, MA

Client Service Representative

9/2013 – 5/2014

- List experiences

Teller

10/2012 – 8/2013

- Listing multiple, progressive titles shows you were promoted

Buckingham Day Camp, Waltham, MA

Head Group Counselor

Summer 2012

- Use positions like this to demonstrate transferrable skills
- Did you manage other staff members, improve an internal process, or promote the camp?

TECHNICAL SKILLS (or activities, athletics, volunteer work, professional associations)

- MS Excel
- MS Powerpoint
- Quickbooks
- Peachtree

ACTIVITIES (or activities, leadership, volunteer work, professional associations)

Accounting Student Association

2012 – Present

Alpha Kappa Psi

2013 – Present

Ski Club

2011 – 2013