# Undergrad Resume Template

**NA M E (BOLD AND UPPERCASE <=14 pt)**

# https://[www.linkedin.com/in/lesliesmith](http://www.linkedin.com/in/lesliescarsilloni)  email@gmail.com  (603) 555-1212

#

**ED U C A T I O N (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 2021

GPA: **(Optional)**

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

**EX P E R I E N C E**

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

***Tax Intern*** Summer 2019

* 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) Sept. 2017-2019

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

# Harbor Safe Deposit and Trust, Waltham, MA

***Client Service Representativ*** May 2016-Sept. 2017

* List experiences
* Be specific, list technologies used
* State what you did clearly in detail

 ***Teller***

* Listing multiple, progressive titles shows you were promoted

# Buckingham Day Camp, Waltham, MA

***Head Group Counselor*** Summer 2015

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

**TE C H N I C A L SK I L L S**

|  |  |
| --- | --- |
| * MS Excel
 | * Quickbooks
 |
| * Microsoft Teams/Zoom
 | * Peachtree
 |

**Campus AC T I V I T I E S**

Accounting Student Association 2018 – Present

Alpha Kappa Psi 2015 – Present

Ski Club 2013– 2015