***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](http://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 Expected August 20XX**

East Texas A&M UniversityGPA: 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.*