**Accounting Resume Template**

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Name**

Address | Phone | E-mail

**OBJECTIVE:** Clear and concise statement, focused on the position you’re seeking. (Use the objective only for career fairs, expos, etc. Most of the time, they are unnecessary.)

**EDUCATION**

**Bachelor of Science in Business Administration** (Expected month year)

**Major: Accounting**

Minor/Concentration: (list here, if applicable)

Shippensburg University, Shippensburg, PA

Accredited by AACSB International (Or Internationally Accredited by AACSB)

QPA: (3.0+ or above)

**Honors:** (List any honors or awards received during college, including dates)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relevant Coursework:** (List advanced coursework pertinent to the job)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL INTERNSHIP(s)/ RELEVANT EXPERIENCE:** (use professional, relevant, eye-catching headings)

**Title**,Name of organization, dates involved

City, State where employer is located

* List relevant duties performed during internship
* Use past or present (if still employed) tense action verbs to describe duties

**Relevant Projects/Research Projects:**

**Title of Project/Research**, dates conducted

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past or present (if still conducting research) tense action verbs to begin each bulleted statement

**CAMPUS LEADERSHIP:** (Highlight any leadership roles or positions held)

**Leadership Role**, Organization, dates involved

* List duties/responsibilities of interest to employer; think relevance
* Begin bullets with past or present (if still filling this role) tense action verbs

**OR** (consider this format if you have held multiple roles within the same organization)

**Organization**, dates involved

**Leadership role** (dates); **Leadership role** (dates); **Leadership role** (dates)

**COMMUNITY SERVICE:** (Could be similar in appearance to Campus Leadership, depending on level of importance/relevance)**:**

List any volunteer work and/or community involvement performed (civic, community related, church, etc.)

**REFERENCES:** Do not include on your resume – separate page! “References available upon request” is NOT needed.

\*\*\*This is just **ONE** example of a resume. Please visit the CMPDC for assistance on tailoring your resume to a specific audience.\*\*\*

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**Other Possible Headings to Incorporate In Resume:** Languages; Military History; Campus Leadership/Involvement; Professional Development; Professional Memberships; Certifications/Clearances; Community Service

**Accounting Resume Example**

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**John Doe**

123 Maple Way, Shippensburg PA 17257 | 123-456-7890 | email@domain.com

**OBJECTIVE:** Skilled and well versed from 4 years of collegiate experiences and internships, I am seeking new opportunities for growth and development while contributing to this organization.

**EDUCATION**

**Bachelor of Science in Business Administration, May 2020**

**Major: Accounting**

Shippensburg University, Shippensburg, PA

Accredited by AACSB International

GPA: 3.2

**Relevant Coursework:**

ACC 306 Tax Accounting ACC 404 Auditing

FIN 311 Financial Management MIS 300 Information Technology & Business Operations

**PROFESSIONAL EXPERIENCE**

**Tax Consultant Intern,** Deloitte Limited (May 2020 - August 2020

Rochester, NY

List relevant duties performed during internship

* Utilized consultative skills with clients to analyze tax effect of decisions being made while presenting newfound solutions as to reduce overall tax rates.
* Overseeing 6 clients directly, catered to individual needs and ensured all findings turned into solutions unique to each problem.

**Relevant Projects/Research Projects:**

**Shippensburg University FY 2018 Budget in Brief**, (July 2018 – August 2018)

* Coordinated with the Office of Administration and Finance of Shippensburg University to create annual budget document for public access.
* Consolidated into 15 pages, this document encompassed all financial affairs of the university, while highlighting areas of growth and special projects implemented.
* Publicized October 2018

**CAMPUS LEADERSHIP:**

**Team Captain**, Men’s Rugby (August 2017 – May 2020)

* Designed and implemented yearly goals for the team which prioritized mental health and well-being of all teammates.
* Scheduled yearly tournaments with 13 affiliated universities within the PA State System of Higher Education.
* Role modeled professionalism both on and off the field with teammates, and ensured all received appropriate academic assistance when needed.

**COMMUNITY SERVICE:**

**King’s Kettle**, (August 2016 – Present)

* Volunteers yearly with local food pantry to ensure those with food insecurities do not go unfed.
* Reaches out to local restaurants and vendors for donations.

**American Red Cross** (April 2019 – June 2019)

* Initiated blood drive in local community by reaching out to Red Cross organization and helped ensure 10 gallons were donated in a single day.

**Resume Critique Checklist**

**OVERALL APPEARANCE**

\_\_ Resume is set up in an outline form versus essay form (no complete sentences)

\_\_ Resume is printed on high quality paper (if submitting in person or at a career fair)

\_\_ Margins are at least .5” all the way around the page

\_\_ The print is clear and easy to read (laser printer quality)

\_\_ Font size is between 10-12 point

\_\_ Font is easily readable; Times New Roman is suggested

**MECHANICS**

\_\_ Resume is free of typos, misspellings, abbreviations, and punctuation errors

\_\_ Verb tense is consistent (past tense for past jobs, present tense for current jobs)

\_\_ Job descriptions are written in resume phrases beginning with powerful action verbs

 (i.e. researched, demonstrated, applied )

 \_\_ Resume omits the use of “I” “Me” “My”

\_\_ Strongest credentials and most relevant skills are listed first

\_\_ Most important information appears in order from top to bottom and from left to right

**CONTENTS**

\_\_ Name stands out (bold, italics or all capitals) and looks professional

\_\_ Contact information is accurate and clearly listed, including a telephone number

\_\_ Email address is professional and hyperlink has been removed

\_\_ Objective briefly and clearly states your employment goal (if needed)

\_\_ Objective is employer focused not personally focused (if needed)

\_\_ Education is clearly listed including; degree, major, minor, concentration, institution, city, state, and date of graduation

\_\_ Employment descriptions stress skills, accomplishments and results in addition to duties and responsibilities

\_\_ If the resume is 2 pages, your name and page 2 of 2 appears at the top of the second page and second page is a complete page of information

**\*This is only one possible format for your resume. Visit the Career Development Center for more information on tailoring your resume to fit your experiences and the intended audience (employer).\***