**Bobby Bobcat**

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700 Happy Street, Small Town, TX 78111 • (512) 555-1111

**OBJECTIVE**

Seeking an internship on the audit/tax team of a certified public accounting firm during the Spring of 2023. Preferred location is (city).

**EDUCATION**

**Master of Accountancy** (application accepted) Expected: May 2022

**CPA Eligibility:** Expected: May 2022

**Bachelor of Business Administration, Accounting** Expected: May 2021

Texas State University, San Marcos, Texas

Present Classification: Junior

Overall GPA (4-pt scale): 3.82; Accounting GPA: 3.95

**Associates Degree in Information Technology** May 2019

Mountain View Community College, Small Town, Texas

**EXPERIENCE**

**Hill Country Hospital, San Marcos, TX** June 2019 to present

***Payroll Clerk (full-time), Accounting Department***

* Update employee records in ERP software for income tax and other deductions
* Collaborate with payroll director to prepare desk manuals for department staff

**City Auto Parts, Small Town, TX 78342** August 2017 to May 2019

***Bookkeeping Assistant (part-time), Accounting Department***

* Matched invoices with purchase orders and identified discrepancies for review by bookkeeper
* Served as front-desk receptionist and answered telephones; resolved customer complaints
* Workload was 20 hours per week while also enrolled in 12 SCH each fall and spring semester

**ACADEMIC PROJECTS**

**ACC 3365 – Cost Accounting**  *Special Class Project* Fall 2018

* Applied learning project that involved cost analyses & impact of COVID-19 for local small business

**HONORS**

* Presidential Achievement Scholarship Fall 2016 - present
* University Honors (4 semesters) Fall 2017 - Spring 2019

**ACTIVITIES**

National Ethics Contest (sponsored by XYZ Group) – *Team Member* Fall 2020

Accounting Club – *VP-Communications* Fall 2020 – Spring 2021

* Currently updating Club’s website and developing social media strategy

Accounting Club – *Active Member* Fall 2017 to present

McCoy Ambassadors – *Active Participant* Fall 2018 - Spring 2019

* Present to prospective students & parents during Orientation & other events

**ADDITIONAL INFORMATION**

Computer Skills: Proficient in Microsoft Office, Photoshop, and SAP (ERP)

Languages: Fluent in Spanish, Basic Knowledge in Chinese

Certifications: Microsoft Office Specialist (2018); Budgeting, Linked-In Learning (2019)

**Guide for completion---YELLOW – student to complete**

**First Name Last Name**

name@txstate.edu • name@namemail.com • LinkedIn.com/in/FirstnameLastname

*House # & Street Optional* Local Street Address • San Marcos, TX 78666 • (512) xxx-xxxx

Permanent Address • City, State • (xxx) xxx-xxxx

*Optional to include permanent address & home phone*

**OBJECTIVE**

Seeking an internship on (pick one audit or /tax) team of a certified public accounting firm during the Spring of 2023. Preferred location is (city).

**EDUCATION**

**Master of Accountancy** (application status, e.g., accepted) planned: month yyyy

**CPA Eligibility** *Major must be officially declared* planned: month yyyy

**Bachelor of Business Administration, major** planned: month yyyy

Texas State University, San Marcos, Texas *Use month & year; be consistent* **↑**

Present Classification: Junior, Senior, etc. *Use RT justify TAB*

Overall GPA (4-pt scale): x.xx; Accounting GPA: x.xx

## Full line between each section for Education, Experience, etc.

## EXPERIENCE

**Company name, City, State** 🡨*Only current or past positions* mm yyyy to present

***Position name (full-time or part-time), department name*** *Use month & year; be consistent* **↑**

* List work in *reverse* chronological order; use present tense for current positions & past tense for past
* Strong **action verb** **+** Describe **Activity** or **Skill** **+** **Result/Accomplishment** and/or **Purpose**

***CONTENT TIPS***

**T**

**I**

**PS**

* Avoid repetition of action verbs (e.g., Led, Supervised, etc.) Do not have a missing verb or use a weak word (e.g., Responsible for… Assisted with… Helped…)] Refer to Action Verbs on page 3
* Include specific actions and measurable results, e.g. # of people managed, % of sales increase
* No sentences or pronouns (I, me, my, we); limit articles (a, an, the) & helping verbs (had, have, may)
* Showcase *relevant* transferable skills/strengths from former positions to desired position or industry

**Prior Company Name, City, State** mm yyyy to mm yyyy

***Position name (full-time or part-time), department name***

* Bad impression is created by bad formatting, bad grammar, spelling errors, & sloppy text; edit carefully
* Try to use at least two bullets for each work experience; no periods at the end of each bullet

***FORMATTING TIPS***

**T**

**I**

**PS**

* Use consistent spacing & consistent font style throughout all parts; heading/name may be larger font
* Write numbers < ten as words & numbers >10 as numerals; money is denoted: $1K, $1M, $1B
* Avoid having a line with only one word on it…all alone by itself

**ACADEMIC PROJECTS** [include this section only if relevant, transferrable skills; generally upper level or grad]

**Course # and name and project name** semester and yyyy

* Applied learning project that involved [specific transferrable skills and outcomes]

**HONORS**

Awards (or Scholarships) *Showcase honor; may include short explanation* semester(s) and yyyy

**ACTIVITIES**

Organization Name - *position* semester(s) and yyyy

*List leadership involvement in order of importance or reverse chronological order; “president” should be listed first.*

**ADDITIONAL INFORMATION**

Computer Skills: [proficiency and name of specific software such as Microsoft 365]

Languages: [proficiency level such as basic, fluent or proficient] xxxxxxxxxx, xxxxxxxxxxxxx

Certifications: *Only if relevant to position pursued; e.g., lifeguard certification is not relevant for accounting.*

**Utilize verbs from either Table 1 or Table 2 when describing your WORK EXPERIENCE**

**Table 1 - Action Verbs by Skill Set**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | |  | |  | |
| **Administrative** | **Communication** | **Creative** | | **Development** | | **Financial** | |
| Administered  Arranged  Authorized  Compiled  Monitored  Planned  Prepared | Addressed  Advocated  Authored  Corresponded  Interviewed  Negotiated  Presented | Created  Designed  Displayed  Integrated  Invented  Originated  Performed | | Analyzed  Designed  Developed  Established  Expedited  Formulated  Implemented | | Allocated  Analyzed  Audited  Budgeted  Computed  Projected  Reconciled | |
| **Leadership** | **Management** | **Marketing** | | **Mentorship** | | **Organizational** | |
| Coordinated  Evaluated  Facilitated  Initiated  Organized  Presided | Assigned  Chaired  Directed  Established  Planned  Supervised | Advertised  Customized  Distributed  Initiated  Participated  Publicized | | Advised  Coached  Guided  Informed  Mentored  Trained | | Coordinated  Facilitated  Compiled  Monitored  Organized  Revised | |
| **Problem Solving** | **Research** | **Technical** | | **Training** | |  | |
| Enhanced  Evaluated  Modified  Negotiated  Recommended | Analyzed  Evaluated  Examined  Formulated  Interpreted | Adapted  Computed  Programmed  Reconciled  Upgraded | | Advised  Assisted  Explained  Facilitated  Instructed | |  | |

**Table 2 - Action Verbs by Outcomes (Things You Did)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | |
| **Led a Project** | **Managed a Team** | | **Supported Customers** | | **Achieved Something** |
| Chaired  Coordinated Operated Organized Oversaw Produced | Directed Guided Hired Mentored Motivated Recruited | | Advised Advocated  Consulted  Educated Fielded  Resolved | | Attained Awarded Completed Demonstrated Reached Surpassed |
|  |  | |  | | |
| **Saved Time or $$** | **Initiated a Project** | | **Changed or Improved or Increased Something** | | |
| Conserved Consolidated Decreased Diagnosed Reconciled Reduced | Created Designed Developed  Initiated  Pioneered Spearheaded | | Centralized Converted Customized Enhanced Generated  Influenced | | Modified Refocused Restructured Simplified  Standardized Streamlined |