

Sarah Senior

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Formatting: Margins should be between .5-1" and font should be between 10-12 point.

Contact Information: Make sure your name is the most prominent piece of information on the document and that your e-mail address is professional. Consider using a non-SJU e-mail, since it will expire after graduation. Add your LinkedIn public profile link.

EDUCATION

Saint Joseph's University, Philadelphia, PA

Bachelor of Science in Business Administration, Accounting Major, May 2020

Plan to complete 150 hour requirement by September 2019 and will then be eligible to sit for the CPA exam

GPA: 3.3/4.0

Dean's List: Fall 2016-present

Education: High school information should no longer be included. Spell out "Saint"; list your degree ("Bachelor" not "Bachelors"); Unsure of your degree? Check DegreeWorks. Include your graduation date vs. dates attended; highlight study abroad experiences. List GPA if above a 3.0.

Universidad Alberto Hurtado, Santiago, Chile

Accounting Summer Program, Summer 2018

ACCOUNTING EXPERIENCE

Wawa, Inc., Wawa, PA

Accounting/Finance Intern, January 2019-Present

- Issue daily reports for Inventory Movement, Gross Margin, Unit Shipments, and Inventory Shrinkage which allowed for all departments to work from comprehensive and accurate data
- Review account code and summarize weekly service invoice for approximately \$850,000
- Assist with monthly closing and formulation of financial reports leading to an increase in knowledge of monthly reporting processes

Section headings should reflect the information in that section; tailor your sections to relate to the employer.

Headings: Include organization name, location (city, state), your title, and dates. Use months and years for dates as opposed to semesters and make sure each section is in reverse chronological order by end date (work backwards with current positions at the top of each section). Be consistent with all spacing and formatting.

Ace-Ina Holdings, Ardmore, PA

Intern, September 2017-May 2018

- Supported supervisor with the creation of the budget and predicted expenses for upcoming year
- Developed complicated Excel spreadsheets using above-mentioned information resulting in a more streamlined process for the office
- Researched claims; filed accounts; and prepared files to be sent and received a commendation from supervisor on excellent attention to detail and reliability

Quantify your responsibilities and accomplishments when possible.

ADDITIONAL EXPERIENCE

Commerce Bank, Wayne, PA

Customer Service Representative, August 2017-September 2018

- Provided knowledgeable and friendly product and account information to customers through daily communication and support to ensure high customer satisfaction
- Managed accounts for customers using the Encore system the load application process

Achievement statements: follow this formula: strong action verb + task + result. Use present tense verbs for current experiences and past tense verbs for past experiences.

The Dodger Family, Wayne, PA

Nanny, June 2016-August 2016

- Built and maintained a strong relationship with the family and the children; Received positive feedback on resulting in recurring employment for four summers
- Organized developmentally appropriate games and activities, including reading time, which encouraged an increase in the boys' enjoyment of reading which was evidenced by an increase in their literacy scores upon return to the classroom

When describing your experiences, highlight your **transferable** skills vs. limiting content to the daily tasks you completed.

LEADERSHIP ACTIVITIES

Saint Joseph's University Student Accounting Society, Treasurer (2019)

Hand in Hand, Volunteer (2016-2018)

A **skills** section is optional and should not include soft skills or personal traits/characteristics. This section should include technology or language skills qualified by your level of experience/knowledge.

SKILLS

Computer: Certified in SAP; *Language:* Fluent in Spanish