**Name**

Address | (xxx) xxx-xxxx | email

**EDUCATION**

**Bachelor of Science in Accountancy** Expected Graduation: Month Year

California State University, Northridge, CA CPA Eligible: Month Year

Overall GPA: x.xx (can include CSUN GPA if higher)| Accounting GPA: x.xx | Dean’s List: xx semesters

**Associate in Arts / Science in ---** (or **General Education**) Month Year

Name of College, City, ST

Graduated with Honors | President’s Honor List | Dean’s List: xx semesters

**EXPERIENCE**

**Company**, City, CA Month Year - Present

**Title (xx hours/week)** (include hours if 20 hours/week or more)

* Experience / Accomplishment Statement (detailed descriptions; not a list of soft skills)
* Experience / Accomplishment Statement
* Experience / Accomplishment Statement
* Experience / Accomplishment Statement

**Company**, City, CA Month Year - Month Year

**Title (xx hours/week)** (include hours if 20 hours/week or more) (Month Year - Month Year)

* Experience / Accomplishment Statement
* Experience / Accomplishment Statement
* Experience / Accomplishment Statement

**Previous Title with same co. (xx hours/week)** (if 20 hours/week or more) (Month Year - Month Year)

* Experience / Accomplishment Statement
* Experience / Accomplishment Statement
* Experience / Accomplishment Statement

**PROFESSIONAL INVOLVEMENT | VOLUNTEER ACTIVITIES**

**Student Organization** Month Year - Present

Title (Month Year - Present or Month Year)

* Statement
* Statement

**Volunteer Income Tax Assistance (VITA) Program, Tax Preparer** Month Year - Month Year or Present

* Statement
* Statement

**Organization, Volunteer** Month Year - Month Year or Present

* Statement
* Statement

**SKILLS | INTERESTS**

Microsoft Office (Word, Excel, Access, PowerPoint), QuickBooks, Lacerte, TaxSlayer

Fluent in English and -----

Interests: Hiking, painting, biking, reading, museums, travel, scrapbooking (include for Big 4 and Mid-Tier)