

Emma H. Smith

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Education

Associates of Science in Accounting

Ensign College

Apr. 20XX

Salt Lake City, Utah

- GPA: X.XX Major GPA: X.XX
 - [Area of interest: Audit/Tax/Forensics/Other]
 - Student Accounting Society [- position] 20XX – 20YY
 - Scholarships/Awards
 - [Minor/Emphasis/Additional course work: non-standard course name, non-standard course,...]
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Experience

Position

Jan. 20XX – Dec. 20XX

Name of Company/Organization

City, ST

- Description of accomplishments and responsibilities; begin with action verbs
- Don't just describe the tasks performed; be clear about the characteristics and attributes developed
- Make sure to quantify as much as possible; 2 – 4 bullet points for each position
- Develop a 30 to 90 second story about each bullet point

Position

Jan. 20XX – Dec. 20XX

Name of Company/Organization

City, ST

- No full sentences; keep it short and sweet
- Try to keep each bullet point to one line; remember they are scanning for specific terms

Position

Jan. 20XX – Dec. 20XX

Name of Company/Organization

City, ST

- Be clear about the characteristics and attributes developed; include leadership
- Only include what is relevant to the position
- Review the job description and include terms from the job description

Full-Time Volunteer Representative

Jun. 20XX – Jun. 20YY

The Church of Jesus Christ of Latter-day Saints

Country (State if served in the US)

- Did you have any opportunities to lead or help others reach goals and keep commitments?
 - Did you work long hours each week, for how long?
 - What did you get really good at, include skills you developed and acquired?
 - Became fluent in [language]
-

Leadership/Interests/Skills/Awards (may be excluded if more experience is included)

- List and describe other experiences, etc., that you would like to share with the company
- You may include items that are interesting and unique, be sure they are business appropriate
- It's probably better not to include items from your early youth or childhood