

Jerry Jobseeker

555 Walnut
Hays, KS 67601

(785) 650-5555
name@hotmail.com

EDUCATION

Bachelor of Business Administration in Accounting, May 20XX
Fort Hays State University, Hays, KS

QUALIFICATIONS

- Experience with Microsoft Word, Excel, and PowerPoint
- Strong interpersonal, leadership, teamwork, and communication skills
- Excellent ability to adapt to changing situations

RELEVANT COURSES

Income Tax Procedures	Intermediate Accounting
Accounting Information Systems	Fraud Examination
Business Law	Managerial Economics

WORK EXPERIENCE

Bookkeeper, May 20XX – Present
Jeff Pinkney CPA, Inc., Hays, KS

- Record day to day financial transactions and complete the posting process
- Verify transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger

Office Assistant, January 20XX – May 20XX

Simons Tax, Accounting & Financial Services, Hays, KS

- Monitored and analyzed accounting data and produced financial reports and/or statements
- Assisted with coordination and completion of annual audits

Water Well Puller, September 20XX – December 20XX

L & N Pump, Johnson, KS

- Operated large pulling rigs and performed maintenance on equipment
- Supervised corporation employees

Assistant Crop Consultant, Summer 20XX

Servi-Tech, Hill City, KS

- Inspected corn and wheat fields for defects and issues

SCHOLARSHIPS/HONORS

Blue Cross Blue Shield Scholarship, First National Bank Scholarship, VFW Scholarship, and National Society of Collegiate Scholars

ACTIVITIES/ORGANIZATIONS

FHSU Accounting Club, FHSU Tiger Investment Club, FHSU Political Science Club, Weist Hall Judiciary Board President, Weist Hall Council President, Knights of Columbus, Big Brothers Big Sisters, National Society of Collegiate Scholars, and Intramurals

Needa Career

600 Park Street
Hays, KS 67601-4340

njcareer@mail.fhsu.edu
785 555-5555 (cell)

CAREER OBJECTIVE

To secure an accounting/finance position offering continuous personal growth, responsibility, and challenges

EDUCATION

Bachelor of Business Administration in Accounting, December 20XX

Bachelor of Business Administration in Finance, December 20XX

Concentration: **Financial Planning**

Fort Hays State University, Hays, KS

GPA: 3.9

RELATED EXPERIENCE

Volunteer Income Tax Assistant, Spring 20XX

Fort Hays State University, Hays, KS

- Filed individual income tax forms for students and community members

OTHER EXPERIENCE

Student Manager, August 20XX – Present

Fort Hays State University Football Team

- Set-up football fields before every practice and college game
- Ensure practices run smoothly, time practices
- Assist with training new managers and assistants

Computer Lab Assistant, January 20XX – December 20XX

College of Business and Leadership, FHSU

- Coordinated scheduling of students and teachers for the purpose of maintaining computer lab operations and activities
- Performed routine and preventive maintenance of computer lab and classroom equipment for the purpose of ensuring the availability and safe operating condition
- Inventoried supplies and submitted purchase orders

ACTIVITIES AND HONORS

- Dean's Honor Roll
- Mortar Board Senior Honor Society
- National Society of Collegiate Scholars, Social chair
- Minority Ethnic Award for Academic Excellence
- Accounting Club, member
- Diversity Awareness Committee, member

VOLUNTEER WORK

- Big Brothers Big Sisters
- Adopt-A-Team Special Olympics Program

Jenny Job

Tiger Rd. Apt. 1, Hays, KS 67601 • (620) 225 - 8000 • jkjob@mail.fhsu.edu

Education

B.B.A Degree in Finance, May 20XX

B.B.A Degree in Accounting

Emphasis: **Economics**

Certificate: **Banking; Leadership**

Fort Hays State University, Hays, KS

GPA: 3.5

Internship

Accounting Intern, Summer 20XX

Lewis, Hooper & Dick LLC, Garden City, KS

- Aided CPA staff in compiling clients' financial documents
- Created, scanned, and filed invoices for customers
- Assisted in amending tax returns

Experience

Undergraduate Teaching Assistant, Fall 20XX

Fort Hays State University, Hays, KS

- Provided supplemental instruction outside of regular class hours to help students further their understanding of class materials.
- Collaborated with course professor to determine what topics students struggled with, and therefore, potentially needed to be covered again.

Personal Banker, August 20XX – September 20XX

Community Bank, Hays, KS

- Executed debit and credit transactions through customer interaction by phone and in person to meet customers' needs in an accurate and timely manner.
- Aided colleagues in carrying out daily tasks to ensure efficiency and functionality within the bank.

Involvement

- Finance Club, Fort Hays State University, Fall 20XX – Present
- Accounting Club, Fort Hays State University, Fall 20XX – Present

Honors/Awards

- Outstanding Undergraduate Scholar, Spring 20XX
- RCOBE Student Advisory Council Nominee, Spring 20XX
- Dean's Honor Roll, Fall 20XX – Present

References

Available upon request

Your Name

123 4th Street
Hays, KS 67601

785-628-5123
name@mail.fhsu.edu

EDUCATION

Master of Business Administration, May 20XX

Concentration: **Accounting**

Fort Hays State University, Hays, KS

Bachelor of Business Administration in Accounting, May 20XX

Fort Hays State University, Hays, KS

GPA 3.51 on a 4.0 scale

QUALIFICATIONS

- Computer experience with Microsoft Word, Excel, PowerPoint; QuickBooks
- Excellent teamwork, problem solving, communication and leadership skills

RELATED EXPERIENCE

Accounting Tax Intern, Spring 20XX

Keller & Miller, Garden City, KS

- Prepared tax returns for a variety of clients across numerous industries
- Performed tax research and ensured work was in compliance with company policies

Accounting Assistant, Summers of 20XX – 20XX

Beaver Valley Supply Co., Inc., Atwood, KS

- Assisted controller with day to day accounting activities of the corporation and entities owned by the corporation
- Prepared monthly journal entries and reports

OTHER EXPERIENCE

Sales Associate, August 20XX - Present

Bath & Body Works, Hays, KS

- Provide customer service and work toward daily sales goals
- Replenish and design display shelves

AWARDS /ACTIVITIES

Hays City Gold Academic Award

Kansas Society of CPA's Graduate Scholarship at Fort Hays State University

All-Academic Rocky Mountain Athletic Conference

Dean's Honor Roll

Member of the Accounting Club

Member of the Fort Hays State University Varsity Golf Team

REFERENCES

Available upon request