|

Hometown:

**OBJECTIVE**

To obtain a internship in .

**EDUCATION**

Auburn University, Auburn, AL

Bachelor of Science in Business Administration

Major: Accountancy

Minor:

Major GPA:

Overall GPA:

, Study Abroad in

**EXPERIENCE**

,

,

,

HONORS & activities

1.
2.

Key skills

(Not limited to two lines)

REFERENCES8a

Available Upon Request

Additional Resume Guidance (footnote references) *Save this doc as a PDF “Your Name Resume” for sharing!*

DELETE THIS PAGE AND HIGHLIGHTED INFO ON RESUME AFTER IT IS COMPLETE!

1. Display your preferred name. For instance, “Nick Smith” or “Nicholas (Nick) Smith.”
2. Solely include your hometown and state for conversation purposes. Recruiters do not need your physical address (current or permanent). LinkedIn URLs are also unnecessary.
3. Recruiters like specific, concise objectives. Avoid any deviation from this guide if you utilize this section.
	1. At minimum, state the Semester & Year of your SENIOR YEAR internship. (e.g., Spring 202X)
	2. Specify your service area of choice (e.g., audit, tax, advisory, corporate). *Unable to commit to a service line yet?* Enter “accounting.”
	3. Specify your location preference(s). *Uncertain about your primary location preference?* Pick a region or state, but listing up to three cities in order of preference is best.
4. *Do you have CPA plans?* Will you complete a MAcc? Enter estimated graduation date here (“*Will Complete MAcc: May 202X*”). Otherwise, enter the date you plan to have your CPA education requirements complete (“*Will Earn 150 Hours: May 202X*").
5. Include overall (from unofficial transcript) AND [either your major (all ACCT classes *except* ACCT 2700 - Business Law) OR upper-level (all 5000-level and above ACCT classes *except* ACCT 5700 – Advanced Business Law) GPAs](https://go.harbert.auburn.edu/acctgpacalc), whichever major GPA is higher. Exclude honors & relevant courses.
	1. Round GPAs to two decimal points.
	2. If you need to qualify a GPA, do it with an asterisk (\*) next to that GPA, followed by the explanation. e.g., *Work 20+ hours weekly to fund expenses*; or *Former engineering major.*
	3. If you scored ≥30 on the ACT, ≥1300 on the SAT, or ≥600 on the GMAT, add your score below GPAs.
6. Not limited to three experiences: paid or unpaid job, internship, volunteer, etc. Anything with significant hours devoted! List most recent first. Use Month & Year to denote term of employment (e.g., for a summer job, “May 202X – August 202X” would be appropriate). Lead bullets with action verbs and focus on achievement/impact more than straightforward duties. Even if not directly relevant, highlight your transferrable skills (e.g., teamwork). QUANTIFY bullets when possible (e.g., *Supervised 10 employees and conducted team meetings on bi-weekly basis to promote communication*).
7. Do not include details regarding position, only titles held. Should be in order of time commitment or prestige. Use semesters to denote the term of your involvement (e.g., for involvement in SGA, “Fall 202X-Spring 202X” would be appropriate).
8. OTHER IMPORTANT NOTES:
	1. ***References:*** Only include this blurb if you cannot fill the entire page**. DO NOT PROVIDE NAMES OF REFERENCES HERE.** You also have the option of including “Interests” with your skills section (separate line), which aids in relatability with employers.
	2. ***High school info:***Avoid in general, unless it is outstanding (e.g., Eagle Scout or National Merit Semi-finalist). Work experience from high school is an exception unless you already have three other experiences from college for this section.
	3. ***Excess of one page:*** Decrease your margins (top and bottom), or cut the non-value add items from your document (Ask: Is this relevant, or do I have much to say about this?)