

Name

123 Baker St.
City, State 22222
(123)-456-7890

Name@school.edu

EDUCATION

Non-Target State School

B.S. Finance – X College of Business

City, State
Class of 2023

- Cumulative GPA: 3.4/4.0
- Relevant Coursework: Principles of Accounting, Business Calculus, Principles of Economics, Foundations of Business, Introduction to Business Analytics

WORK EXPERIENCE

Local Accounting Company

Accounting Intern

City, State
Aug 2017 – Aug 2019

- Responsible for payroll and bookkeeping of some clients
- Involved in some basic steps of tax returns for individuals and small businesses
- Assisted with training new employees

Large Department Store

Seasonal Sales Associate & Cashier

City, State
Dec 2019 – Jan 2020

- Handled customer transactions during holiday shopping
- Responsible for assisting customers in different sections of the store

ACTIVITIES

National Honor Society – High School

Officer

City, State
Aug 2017 – May 2019

- Member of a team that planned volunteer events for students to get involved in
- Involved in numerous volunteer events outside of school

DECA – High School

Member

Future Business Leaders of America – High School

Member

ADDITIONAL INFORMATION

Skills: Experience in Customer Service, Basic Skills in German and Spanish

Computer: Proficient in Microsoft Excel

Honors: AP Scholar Merit – College Board, A-B Honor Roll – High School

Interests: Weightlifting, Mountain Biking, Running, Technology, Reading