

Mary E. Smith

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2 **Campus Address**

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3 **Permanent Address**

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OBJECTIVE To obtain a Spring 2014 accounting internship

EDUCATION

Auburn University Auburn, AL
Bachelor of Science in Business Administration
Professional Option: Accountancy
Minor: Spanish
Graduation: May 2014
Major GPA: 4.0/4.0
Overall GPA: 4.0/4.0

Universidad de Salamanca Study Abroad in Spain, Summer 2013

EXPERIENCE

Starbucks Coffee Auburn, AL
Barista, May 2012 - Present

- Work 20 hours per week while maintaining a full-time student status
- Provide prompt and courteous customer service to patrons
- Perform cash handling and cash register functions in an accurate manner
- Maintain a clean and safe work environment

Cary Woods Elementary School Auburn, AL
Volunteer Spanish Tutor, Spring 2011

- Assisted with an after school Spanish club for ten 4th and 5th grade students
- Organized weekly lessons and activities
- Taught basic vocabulary and conversation words

HONORS & ACTIVITIES

Gamma Delta Social Sorority Member, Fall 2010-Present

- President, Spring and Fall 2013
- Social Chair, Spring and Fall 2012

Beta Alpha Psi Member, Spring 2013 – Present

Student Government Association Director of Hey Day, Spring 2013- Present

Symphonic Band Clarinet Player, Fall 2010 - Spring 2011

Tiger Splashers Swimming & Diving Hostess, Spring 2012

Impact Alabama SaveFirst Tax Preparer, Spring 2013

Alabama Society of CPAs Student Member, Spring 2013-Present

First Baptist Church of Opelika Bible Study Leader, Spring 2012 - Present

Honors College Member, Fall 2010 - Present

National Society of Collegiate Scholars, Spring 2011 - Present

Auburn University Founders Scholarship Recipient, Fall 2010 – Present

Dean's List, Fall 2010 – Present

9 **KEY SKILLS**

Technical, self-starter, self-motivated, self-driven, and team-oriented.
Very Proficient in Microsoft Word, Excel, Access, and PowerPoint.

10 **REFERENCES**

Available Upon Request

See next page for explanation of numbered items.

General guidelines for resume preparation:

- Should be **one page** only
 - Name should be prominent- larger font
 - Consistent use of font for section headings and text
 - Bullet points should be limited to one line with no wrap around
 - Should be **perfect** and free of typographical errors
1. Be sure to use your **Auburn e-mail address** (hyperlinked), as this is the most reliable. All e-mail correspondence should be handled using professional language and grammar. If you are not sure of appropriate email etiquette, [check this site](#). If you want to create an email alias to replace the letters & numbers and look more official (e.g. mary.smith@auburn.edu), [click here](#).
 2. It is important to provide **both a campus address** in addition to your **permanent address** on the face of your resume. From time to time, a recruiter may want to send you something in the mail. With your campus address, provide your personal cell phone number. Be sure to have a professional outgoing voicemail message and return all calls promptly.
 3. The permanent address is often helpful to a recruiter for **conversation/interview purposes** and for determining the **geographical location** you may prefer. You may opt to list your permanent home phone here, or you can leave it off.
 4. Your objective statement should be **short and to the point**. A recruiter needs to be able to determine what you want and when you want it. The majority of internships are available during spring term, but there are some summer opportunities. If you know your function (Audit/Tax/Advisory), you can indicate it here versus a generic "accounting" designation.
 5. Your **institution and official degree** you are seeking should be listed here. Accounting can be identified as a professional option or major. **Study abroad** activities also align with the education section. Even if you plan to pursue a MAc, you should not add it to this section until you enroll.
 6. Most recruiters will want to see **both your overall and accounting GPAs** listed here. Keep in mind that the minimum GPA requirement for most employers is 3.0. There may be some circumstances, like a change of major or a bad freshman year, which influenced your GPAs in a negative way. If your GPA is negatively impacted by something that happened earlier in your academic career, try and find a way to highlight what you have done more recently. For instance, if your last 30-60 hours is a much higher GPA than your cumulative GPA, you may want to list that in place of the overall GPA (and indicate as such). However, expect to explain during an interview (employers will obtain your transcript). Under your GPAs is a good place to highlight **strong standardized test scores** (ACT>29, SAT>1290, GMAT>590).
 7. List your jobs, **beginning with the most recent**. If the job involves a substantial amount of weekly hours, or you rely on it to fund your education/living expenses, indicate that! If the job title is self-explanatory, you may not need to have bulleted items underneath. In some cases, volunteer positions (like the Cary Woods entry here) can be listed under this section, provided it has recurring responsibilities that are like that of a job. Our recommendation would be to include only those volunteer/extracurricular positions that involve 10-15 hours of work per week.
 8. Honors and activities should be organized in a manner that allows recruiters to distinguish an honor from an activity (list extracurricular activities, then honors). Because this list can often be long, **place your activities with the greatest time commitments or most prestigious honors first**, to ensure recruiters will see them. In general, these should be limited to events occurring in college and can be ANYTHING that you do outside of school.
 9. You should identify your **technology skills** in addition to personal characteristics that set you apart from other candidates. **Foreign language skills** (if fluent) are also appropriate to list here.
 10. The **best references are former employers**. These can be provided separately to a potential employer. Be sure to ask the individuals if they are willing to be a reference for you before giving their name and contact information to a potential employer.