

Example Résumé: Business Major

This résumé is a composite of several actual résumés.
It is merely an example of the types of information that may be included.
Please note the comments on the right margin.

John Doe

Until May 7, 2006:
100-A Wood Street
Clarion, PA 16214
814-227-1000

Permanent Address:
100 Maple Avenue
Warren, OH 44484
330-123-1234

Cell phone: 888-123-4567
jdoe@hotmail.com

Comment [C1]: Include your name in a bold font, and larger than the rest of the resume.

Comment [C2]: Specify how long you will be at your college address.

Comment [C3]:
▪ Only include this contact information if you check your voice messages and e-mail often.
▪ Make sure you have a professional e-mail address and a professional-sounding recorded message on your answering machine.

Comment [C4]: Be sure you know the exact name of your degree.

Comment [C5]: Include your QPA if it is 3.0 or higher.

Comment [C6]: Include additional professional development experiences, such as seminars, workshops, conferences, etc.

EDUCATION

Clarion University of Pennsylvania, Clarion, PA
Bachelor of Science in Business Administration, May 2006
Major: **Accounting**
Overall QPA: 3.6 / 4.0
Major QPA: 3.8 / 4.0

PROFESSIONAL AND LEADERSHIP DEVELOPMENT

International Business Seminar, Summer 2004

- Three week trip to several European cities, offering sessions with executives of multi-national companies, local firms, and government agencies

Clarion University Professional Development Seminar, Fall 2005
National Conference on Student Services, Fall 2004

INTERNSHIP

Intern, LuPone & Associates, Certified Public Accountants, Pittsburgh, PA
Summer 2005

- Performed general ledger work for PA subchapter S-corporations
- Prepared individual income tax returns
- Prepared quarterly payroll returns and sales tax

Comment [C7]: Employers value career-related experiences.

Comment [C8]: List responsibilities, accomplishments, or special projects using a bulleted list of phrases; no sentences

WORK EXPERIENCE

Business Calculus Tutor, Academic Support Center, Clarion University, Clarion, PA
Academic Years 2002-2005

- Reviewed client tests and homework
- Assisted clients in preparation for examinations

Comment [C9]:
▪ Use action words.
▪ Use the correct tense – present tense to describe current responsibilities; past tense to describe past responsibilities.

Assistant Manager, Pretzel Time, Niles, OH
Summer 2003

- Supervised eight employees and prepared weekly work schedules
- Deposited daily sales ranging from \$400 to \$2,300
- Monitored and ordered inventory

Comment [C10]: Include job title, organization name, city, and state, and dates of employment.

Comment [C11]: Use numbers, data, dollar amounts, and percentages to quantify job duties and results.

HONORS

Gary L. Merz Memorial Scholarship, 2005-2006

Institute of Management Accountants Senior Scholarship, 2005-2006

Beta Gamma Sigma (International Business Honorary Society)

Dean's List, 4 semesters

Comment [C12]: List in order of importance

Comment [C13]: Include number of semesters on Dean's List

CAMPUS ACTIVITIES

Accounting Club, 2001-Present

- **President**, 2005-2006
- **Treasurer**, 2004-2005

Student Senate, 2003-Present

- **Treasurer and Chair of the Appropriations Committee**, 2004-Present
- Chair of Dining Concerns Committee, 2003-2004

Clarion Student Association Board of Directors, 2004-Present

- **Member, Finance and Administration Committees**, 2004-2006

University Conduct Board Member, 2003-Present

Clarion Men's Swim Team Member, 2002-2004

Comment [C14]: List career-related or professional organizations first.

Comment [C15]: List leadership positions and dates held.

COMMUNITY ACTIVITIES

VITA (Volunteer Income Tax Assistance) Program, 2002-Present

Volunteer, Clarion County Special Olympics, 2003-Present

Comment [C16]: Include a description of an organization that may be unknown to the reader of your resume.