

ACCOUNTING RESUMES

for Undergraduate Business Students

SAINT LOUIS UNIVERSITY

John Cook School *of* Business

Career Resources Center

Creating a “Results” Resume

A resume is a written summary that highlights your education, experience, skills, and other relevant information. The primary purpose of the resume is to get you an interview. Employers often scan resumes very quickly. Therefore, it is imperative that your resume looks professional and dynamic.

Your Name

Street Address | City, State Zip | Phone Number | E-Mail Address

Objective:

An objective can include job title, industry, and competencies or skills you would like to use in your position.

Education:

Saint Louis University – John Cook School of Business, St. Louis, MO
Bachelor of Science in Business Administration, Graduation Month and Year
Concentration (Certificates, Minors or Supporting Area, if applicable)
Include GPA if it is over 3.0/4.0

Relevant Experience:

Internship Title, Dates when you worked

Name of Company, City, State

- Use phrases, starting each phrase with an action verb to grab reader’s attention.
- Explain job duties including skills used and accomplishments.

Employment History:

Job Title, Dates when you worked

Company Name, City, State

- Describe job duties and accomplishments.
- List all experience in reverse chronological order, starting with most recent.

Additional Headings:

- On-campus Activities
- Leadership Experience
- Study Abroad
- Relevant Coursework
- Language Skills
- Honors / Awards
- Community Service / Volunteer Experience
- Computer Skills

General Tips:

- Keep in mind that an employer will typically scan a resume for 1 minute or less.
- Be honest throughout your resume—never lie.
- Do not use a resume template or table to create your resume.
- Type the resume in Arial or Times New Roman in 11 or 12-point size for text
- Limit your resume to one page for traditional students
- Use indentations, capital letters, bolding, and bullets to effectively enhance important information
- Tailor resumes to specific positions or employers
- Never include references or the statement “References Available Upon Request”
- Never include personal information such as age, hobbies, interests, marital status
- Generally include a cover letter with your resume
- Proofread! Let several people (including Career Services staff) critique your resume

Action Verb List

Leadership Skills	Communication Skills	Technical Skills	Admin Skills	Creative Skills	Financial Skills	Service Skills
Administered	Addressed	Analyzed	Approved	Acted	Accounted	Collaborated
Analyzed	Advised	Adjusted	Arranged	Composed	Administered	Contracted
Anticipated	Arbitrated	Aligned	Catalogued	Conceived	Allocated	Coordinated
Assessed	Arranged	Calculated	Classified	Conceptualized	Analyzed	Counseled
Assigned	Assembled	Catalogued	Collected	Created	Appraised	Corrected
Attained	Authored	Compiled	Compiled	Designed	Audited	Demonstrated
Chaired	Bargained	Computed	Corresponded	Developed	Balanced	Encouraged
Contracted	Clarified	Critiqued	Dispatched	Directed	Budgeted	Evaluated
Consolidated	Collaborated	Created	Executed	Established	Calculated	Facilitated
Coordinated	Connected	Detailed	Generated	Fashioned	Comparing	Guided
Conducted	Contributed	Drafted	Implemented	Founded	Compiling	Integrated
Delegated	Coordinated	Designed	Inspected	Illustrated	Computed	Led
Developed	Corresponded	Devised	Monitored	Integrated	Correlated	Listened
Directed	Defined	Diagnosed	Operated	Introduced	Equated	Purchased
Empowered	Developed	Engineered	Organized	Invented	Examined	Repaired
Enabled	Directed	Evaluated	Prepared	Originated	Forecasted	Public Relations
Executed	Drafted	Examined	Processed	Performed	Formulated	
Hired	Edited	Extracted	Purchased	Planned	Leveraged	Collaborated
Improved	Explained	Formulated	Recorded	Revitalized	Managed	Communicated
Increased	Influenced	Financed	Retrieved	Shaped	Maximized	Conducted
Initiated	Integrated	Identified	Specified	Translated	Planned	Consulted
Measured	Interviewed	Maintained	Validated	Projected	Processed	Convinced
Modeled	Lectured	Measured	Recorded	Recognized	Selling Skills	Created
Negotiated	Listened	Operated	Reduced	Reconciled		Demonstrated
Overhauled	Mediated	Organized	Reported		Advised	Endorsed
Oversaw	Moderated	Programmed	Verified		Asked	Entertained
Planned	Motivated	Refined	Collaborated		Calculated	Hosted
Prioritized	Negotiated	Repaired	Collated		Closed	Informed
Produced	Organized	Reviewed	Computed		Communicated	Interviewed
Recommended	Persuaded	Restructured	Developed		Compared	Performed
Regulated	Promoted	Revised	Evaluated		Contacted	Planned
Reinforced	Publicized	Solved	Examined		Contracted	Promoted
Restructured	Presented	Summarized	Followed		Convinced	Recruited
Reviewed	Proposed		Improved		Differentiated	Represented
Scheduled	Read		Recommended		Influenced	Researched
Strengthened	Reconciled		Sorted		Informed	Taught
Supervised	Translated		Systemized		Inspected	
Verified	Updated		Wrote		Planned	

Firstname Lastname

Home Address:
Street Address
City, State Zip
Cell Phone

School Address:
Street Address
City, State Zip
email@slu.edu

Summary

- Quick learner with a combination of broad varied experience and quality education
- Flexible and efficient worker and able to quickly adapt to situations in a fast-paced environment
- Strong academic performance through undergraduate level
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint, Outlook), Peachtree and QuickBooks

Education

Saint Louis University – John Cook School of Business

St. Louis, MO

Honors Bachelor of Science in Business Administration

May 2014

Concentration in Accounting, plan to pursue CPA

- Will achieve 150 hours through the Master of Accounting degree (May 2015)

Service Leadership Program (300 service hours, 24 leadership workshops, 15 credit hours)

GPA: 3.88/4.00

Work Experience

Audit Intern

Summer 2013

Brown Smith Wallace

St. Louis, MO

- Performed audit procedures which tested cash disbursements, inventories, and fixed assets then prepared adjusting entries
- Participated in a paperless office, which required knowledge of advanced audit software and other accounting applications
- Obtained knowledge about creation and structure of independent auditor's reports, engagement letters, checklists, and several others

Activities/Volunteer Experience

Campus Kitchen

2011-Present

Habitat for Humanity

2010-Present

Relay for Life

2011, 2012, 2013

John Cook School of Business Service Day

2011, 2012, 2013

Make A Difference Day

2010, 2011

Honors

Beta Alpha Psi (International Finance Honor Organization)

2012-Present

Dean's List

6 semesters

Dean's Scholarship (Merit-based)

Firstname Lastname

Street Address
City, State Zip
Cell Phone
E-Mail

CAREER OBJECTIVE

To obtain an internship with an accounting firm that will strengthen analytical, organizational, and communication skills.

EDUCATION

Saint Louis University – John Cook School of Business St. Louis, MO
Bachelor of Science in Business Administration May 2014
Concentration in Accounting, plan to pursue CPA
(Will achieve 150 hours though the Masters of Accounting Degree, May 2015)
Cumulative GPA: 3.81/4.00

STUDY ABROAD

Saint Louis University, Madrid, Spain Spring 2012

INTERNSHIP EXPERIENCE

Accounting Intern Spring 2014
PWC St. Louis, MO

- Performed 404 Sarbanes and Oxley testing for Hillenbrand Inc.
- Completed walkthrough and testing for processes such as fixed assets, purchasing, and shipping

Compliance Intern Summer 2013
Conseco St. Louis, MO

- Performed with a high level of accuracy reviewing medical applications and data input
- Demonstrated an ability to adapt to changing priorities
- Researched compliance procedures necessary to meet with bankruptcy requirements

ADDITIONAL WORK HISTORY

Brand Representative 2011-2013
Abercrombie and Fitch St. Louis, MO

- Verified inventory was set up appropriately; provided excellent customer service
- Exceeded personal sales goals by 10%. Contributed to team exceeding sales goals.

ACTIVITIES AND HONORS

Beta Alpha Psi (International Finance Honor Organization) 2012-Present

- Recording Secretary, 2014-Present

Big Brothers Big Sisters 2012-Present
PWC xACT Competition 2011
Dean's List (5 Semesters)
University Scholarship (merit-based)