# Undergrad Resume Template

**NA M E (BOLD AND UPPERCASE <=14 pt)**

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#

**EDUCATION (12 pt UPPERCASE)**

**University of New Hampshire, Durham, NH (10 – 12 pt mixed-case and bold)**

***Peter T. Paul College of Business and Economics***

**Candidate for Bachelor of Science in Business Administration, Option in Accounting** May 2021

GPA: **(Optional)**

Honors, scholarships or awards – explain criteria for awards **(Optional)**

**EXPERIENCE**

**ABC Accounting Firm, Portsmouth, NH (Co. Name & Location – 10-12 pt mixed case)**

***Tax Intern*** Summer 2019

* List experiences in reverse chronological order. Show challenges, skills, outcomes
* Begin with action verb, **avoid** “Responsible for.,” “Duties included,” and “Performed…”
* Number of bullets and order used should indicate relevance to that specific opportunity or position

# UNH Computer Center, Durham, NH

***Technical Assistant*** – Computer Lab (10-12 hrs./week) Sept. 2018- May 2019

* Work-study and on-campus jobs – No bullets required unless demonstrate relevant skills or abilities

# Harbor Safe Deposit and Trust, Waltham, MA

***Client Service Representative*** May 2017-Sept. 2018

* List experiences
* Be specific, list technologies used
* State what you did clearly in detail

 ***Teller***

* Listing multiple, progressive titles shows you were promoted

# Buckingham Day Camp, Waltham, MA

***Head Group Counselor*** Summer 2016

* Use positions like this to demonstrate transferrable skills
* Did you manage other staff members, improve an internal process, or promote the camp?

**TECHNICAL SKILLS**

|  |  |
| --- | --- |
| * MS Excel
 | * Quickbooks
 |
| * Microsoft Teams/Zoom
 | * Peachtree
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**CAMPUS ACTIVITIES**

Accounting Student Association Sept. 2019 – Present

Alpha Kappa Psi April 2018 – Present

Ski Club Nov. 2017– April 2019