Stacy Sanders
Professional Email | Phone | Address | LinkedIn URL

EDUCATION

West Virginia University, Morgantown, WV   May 20XX
Bachelor of Science in Business Administration   GPA: 3.62/4.0
Major*: Accounting*
Minor: *Business Data Analytics*
- 150 credit hours to be completed by May 20XX

TECHNICAL SKILLS

- QuickBooks Pro, SQL, Python, Tableau, GoSystems
- Certification in Microsoft Excel

INTERNSHIP EXPERIENCE

Ernst & Young, LLP, Tysons Corner, VA   May 20XX-August 20XX
Assurance Intern
- Assisted in the general execution of external audit procedures alongside junior accountants
- Supported management through risk identification, control testing, and process improvement procedures
- Analyzed client records, prepared written communications, participated in one-on-one and small group discussion with team members and client personnel
- Documented the execution of audit procedures as defined by the client's objectives, history, and planned approach

WORK EXPERIENCE

West Virginia University Chambers College, Morgantown, WV   September 20XX-Present
Chambers Ambassador
- Represent John Chambers College of Business and Economics across campus by engaging with prospective students
- Answer questions during student panels with audiences of 100-200 people, prospective student meetings, Discover and Decide WVU Day
- Participate in monthly meetings, professional development events, and preparation for special recruitment and retention projects

Target, Charleston, WV   June 20XX-August 20XX
Guest Service Advocate
- Created a welcoming environment by greeting and connecting with each guest
- Scanned and bagged all guest items efficiently to reduce wait time and meet company standards
- Encouraged guests to utilize the Target REDcard and Target App by demonstrating benefits and features
- Managed register cash flow of approximately $3,000 daily

INVOLVEMENT & LEADERSHIP EXPERIENCE

KPMG Discover Program   June 20XX
- Job shadowed to gain exposure to everyday activities in tax, audit, and advisory fields

Beta Alpha Psi, WVU Chapter
Vice President   August 20XX-Present
- Assist the Beta Alpha Psi President in facilitating weekly meetings
- Collaborate with Center for Career Development to plan and execute B&E Meet the Firms and networking events with over 30 employers

Resume Checklist

Personal Information

□ Include your first and last name at the top in a large font (14-16pt).

□ **Phone Number**: List the number where you are most easily reached; set up a professional voicemail.

□ **Email Address**: Use a professional address, such as firstname.lastname@gmail.com. Avoid inappropriate prefixes, such as mountaineer.cutie@gmail.com.

□ **Address**: Different scenarios dictate which address (or addresses) you should include: current, permanent, both, or none. If your address is close to the job location, include it. If the address is far away and you want to include your address, if can be beneficial to indicate that you are mobile or actively relocating since some companies find that they better retain talent who already live in close proximity.

□ If you are active on LinkedIn, include the URL to your profile.

Formatting & Appearance

□ Make sure your resume is one page.

□ Use a readable font such as Calibri, Arial, Times New Roman (11-12pt).

□ Differentiate sections by headings (e.g. Education, Work Experience, Involvement, Leadership).

□ Put Education as the first heading, then organize headings in order of importance.

Education

□ Include West Virginia University at the top of the Education section. Underneath, include Bachelor of Science in Business Administration.

□ List Accounting as your major and include all minors and areas of emphasis.

□ Add any undergraduate projects you have completed and include what you did, how you did it (research methods), and if you presented your findings.

□ Add study abroad experience and include 1-2 bullet points about what the experience entailed.

□ Include your GPA (always if above a 3.0; if below a 3.0, contact the CCD to discuss).

□ Include the expected date that you'll achieve the 150 credit hours necessary to be a CPA. This date can change, so be sure to update it as needed. As an accounting major, this will be one of the most important additions to your resume.

□ Add honors (Dean's List, Scholarships, etc.). You can also create a separate section toward the bottom.

Work Experience, Leadership, Involvement, and Volunteering Sections

□ List the name of the organization, the title you held, and the location (city, state).

□ Put your start date (month and year) and end date (month and year).

□ Bold or italicize job titles and/or the name of the organization.

□ List experience in reverse chronological order (most recent first).

□ Use bullet points to highlight your responsibilities and tasks.

□ Use action verbs (present tense for current jobs, past tense for previous jobs).

Building Better Bullets

□ Use quantifiable and measurable information in your bullets.

  BAD Open-ended: Helped managed children at summer camp

  GOOD Measurable: Managed over 250 children ages five to fourteen at a week-long day camp

□ Ensure your bullet points are objective, rather than subjective or up to personal opinion.

  BAD Subjective: Experienced verbal communicator

  GOOD Objective: Delivered ten Ignite-style presentations to audiences ranging from 10-100 individuals on the topics of ethics in the workplace

Technical Skills

□ Include technical (hard) skills, such as proficiency in various software systems.

□ Do not simply list soft skills (e.g. teamwork or leadership). Demonstrate them via the bullet points of your experiences.