

# Matt B. Example

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**Comment [WU1]:** Enlarge font for name so that it stands out at the top.

**Comment [WU2]:** Links to online portfolios or professional networking profiles should be listed at the top of the resume with the contact information. Be sure to include your LinkedIn and Merit page URLs.

## EXPERIENCED ACCOUNTING STUDENT

- Junior accounting major seeking an internship with Dixon Hughes Goodman during the summer of 2014
- Strengthened a business's integrity and saved hundreds of dollars through diligence and attention to detail
- Focused multi-tasker, balancing responsibilities with excellence at both work and school

**Comment [WU3]:** When responding to a job posting, customize your profile section to include the job title and the company name. Also include accomplishments and qualities valuable to that particular position.

## EDUCATION

**Bachelor of Science in Accounting** (150 hours)  
Bob Jones University, Greenville, SC

December 2014  
GPA: 3.65

**Comment [WU4]:** Current students should include projected graduation date.

**Certificate of Professional Development: Personal Financial Management**

February 2012

- Received important information on managing personal finances from an experienced financial planner

**Comment [WU5]:** Include your GPA if it is a 3.0 or higher. If you do not include it, the employer will assume it is lower.

## STRENGTHS

### Attention to Detail:

- Saved a company hundreds of dollars by identifying and resolving mistakes in communication, data entry, and documentation
- Strengthened integrity of bookkeeping by determining the origin of discrepancies and correcting problems

### Leadership Ability:

- Set example of hard work and adherence to company standards
- Appointed as Residence Hall Room Leader by Dean of Students staff
- Elected as Secretary in Beta Gamma Delta literary society

### Customer Service:

- Listened patiently to dissatisfied customers and successfully implemented solutions to their needs
- Upheld a friendly and helpful atmosphere while accommodating customers, multi-tasking, interacting directly with patients, scheduling, answering a multi-line phone, and performing clerical functions

**Comment [WU6]:** Even though this resume lists fewer strengths, this section is more effective because the student includes specific examples to support each claim.

## RELATED EXPERIENCE

**Accounting Assistant**, Family Physical Therapy, Sacramento, CA

2012-Present

- Observing and experiencing the entrepreneurial side of our family-owned multi-location corporation: taxes, payroll, working with consultants and the outsourced services, solving unexpected issues
- Auditing patient accounts, preparing bank reconciliations and deposits
- Involved with the billing and collections process using online patient information services
- Installing software upgrades, proficient in Turbo PT medical billing and scheduling software, proficient in Microsoft Office, especially in Microsoft Excel

**Comment [WU7]:** List experience in reverse chronological order based on end date so the most recent experience is at the top.

## OTHER EXPERIENCE

**Usher**, Bob Jones University, Greenville, SC

Fall 2013-Present

- Seating people, answering questions and enforcing policies while maintaining a sharp, professional appearance

**Comment [WU8]:** Right-align dates.

**Music Equipment Transport Crew**, Bob Jones University, Greenville, SC

Fall 2011-Spring 2013

- Carefully loading and unloading heavy and expensive instruments under tight time constraint

## ACTIVITIES & ASSOCIATIONS

**University Business Association**—Member (2011-Present)

**Community Service**—Greenville General Hospital (2011-Present) and Miracle Hill Boy's Home (2012-Present)

**Music**—Drums and percussion in BJU Percussion Ensemble, church worship, and various other groups

**Intramural Sports**—Basketball, football, volleyball

**Literary Society Officer**—Secretary