

[Combination Résumé Example]
Tracy Q. Graduate

CAMPUS:
1201 Regina Hall
Crete, NE 68333
(402) 111-1111

E-mail: TQG@yahoo.com

PERMANENT:
123 Main Street
Anytown, CO 12345
(777) 888-9999

OBJECTIVE Auditor position in the public accounting field in the Omaha area.

- SUMMARY**
- More than two years of progressive accounting and auditing experience.
 - Auditor/Accounting internship with Andersen in Omaha, NE.
 - Magna Cum Laude graduate with BBA in Accounting.
 - Proficient with MS Office, Lotus, Windows 2000/XP, and Netscape/Internet.

EDUCATION **Bachelor of Arts in Accounting** May 200X
Emphasis: **Finance**
Doane College Crete, Nebraska
Accounting GPA: 3.90/4.0 Cumulative GPA: 3.81/4.0
Will graduate with 150+ credit hours Plan to take the CPA exam in August 200X

Courses included:

Managerial Accounting	Tax Accounting I, II
Advanced Accounting I, II	Financial Management
Systems/Applied Accounting	Auditing

EXPERIENCE **Auditor Internship**, February 200X to May 200X
Andersen & Company, Omaha, NE

- Participated in the annual audit of Zephyr Megalithic Holdings, including development of the final certification report.
- Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors.
- Developed several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors.
- Received Employee of the Month award twice—first intern ever to win the award.

Accounts Payable/Bookkeeping Clerk, May 200X to August 200X
Anytown Tax and Bookkeeping Service, Anytown, NE

- Assisted (via remote) with payroll, tax, and account processing.
- Developed automated monthly sales tax payment system.
- Implemented Rapid Tax Refund service for individual customers.

- ACTIVITIES**
- Thomas Doane Scholarship, Academic Excellence, two semesters
 - Vice President, Student Accountancy Chapter, 200X-200X
 - Treasurer, Beta Gamma Sigma honors society, 200X -200X
 - Resident Assistant, 200X-200X
 - Varsity Track, 200X-200X