

## Your First and Last Name

Phone number ♦ Email address ♦ Street address ♦ City, state & zip code ♦ LinkedIn URL (Optional)

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### **OBJECTIVE** (Optional)

Create a statement describing or naming the position you are seeking to obtain. Can also include specific field or area you are interested in and the skills and expertise you could contribute to the company.

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### **EDUCATION** (Include transfer institution if it's your 1<sup>st</sup> quarter at DePaul; optional after you have a DePaul GPA) **DePaul University, Chicago, IL** (Expected) Graduation Month Year

Bachelor of Science in Business

Major in Finance (also list minors and concentrations)

**GPA:** 4.0/4.0 **Major GPA:** 4.0/4.0 (it is recommended that you include your GPA if it is 3.0 or higher)

**CPA Eligibility:** Month Year

Other possible info to include: **Study Abroad, Relevant Coursework, or Academic Awards/Honors.**

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### **EXPERIENCE, RELEVANT EXPERIENCE, INTERNSHIP EXPERIENCE** [possible titles/descriptive headings]

**Organization, Your Job Title** – City, State

Month Year - Month Year

- In this section include bulleted accomplishment statements, which provide examples of times you have successfully used the skills employers are seeking.
- Start with a strong action verb, then follow with an explanation of what you were doing, describe how you did it, and, when possible, include any outcomes that you achieved. Remember, statements should ultimately convey your proficiency in one or more skill sets of interest to the employer by way of providing an example of when you have used them.
- Consider the following questions to help you create more effective bullet points: What was the result/outcome of your work? What were your accomplishments? How did you help the organization? What skills/knowledge did you enhance? How does this experience relate to your internship/employment goal?

**Organization, Your Job Title** – City, State

Month Year - Month Year

- Bulleted statements should be in the proper tense (past or present tense) and use consistent grammar and punctuation.
  - Be specific by including quantity, frequency, population, and impact of your work whenever possible.
  - Make sure your resume is easy to read and not too text heavy. Avoid using colors, multiple fonts, pictures, being too brief, or making it too dense. Make it your own, but be professional.
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### **ADDITIONAL EXPERIENCE, LEADERSHIP, HONORS, ACTIVITIES, COMMUNITY SERVICE, VOLUNTEER, PROFESSIONAL DEVELOPMENT** [possible titles/descriptive headings]

**Organization, Your Title/Role** – City, State

Month Year - Month Year

- Using multiple experience sections is optional and allows you to emphasize (by placing it closer to the top) your most relevant experience. Experiences within a section should be listed in reverse chronological order.
  - Positions within this section should be formatted like previous experience sections, but may or may not include bullet points.
  - In an additional experience section, you can include work experiences that may not be directly related to the job you are applying to, but add to your credibility by exemplifying a progressive work history.
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**SKILLS** [List skills that are testable and concrete. Soft skills such as communication, organizational, and interpersonal skills should not be listed here, but rather incorporated into your bulleted accomplishment statements above.]

**Technology:** Try to include programs that would not be assumed based on education, for example: Advanced User of Microsoft Office Suite, including PowerPoint and Excel.

**Languages:** For example: Proficient in oral and written German; Beginner knowledge of Spanish.