

Sample Resume for Public Accounting Firms

Applicant Name

Phone: (805) 466-xxxx
CURRENT ADDRESS
123 Elm Street
San Luis Obispo, CA 93401

Email: jadoe@calpoly.edu
PERMANENT ADDRESS
123 El Camino Real
San Jose, CA 95101

OBJECTIVE

Career position in the audit (or tax or risk/advisory) department of a public accounting firm.

EDUCATION

California Polytechnic State University, San Luis Obispo, CA
Bachelor of Science, **Business Administration/Accounting**, June 20xx

Accounting Courses and Grades

215 Managerial Accounting (A)	314 Tax Accounting (A)
321 Intermediate Accounting I (A)	425 Auditing (A)
322 Intermediate Accounting II (A)	426 Advanced Auditing (B)
323 Intermediate Accounting III (B)	392 Management Info Systems (B)

Memberships

Golden Key National Honor Society
CPAC (Cal Poly Accounting Club), Treasurer
SAAC (Student Accounting Advisory Club)

Honors

Chevron Scholarship, 20xx
Barceloux Brothers Scholarship
Dean's List, Cal Poly

EXPERIENCE

California Polytechnic State University, San Luis Obispo, CA

Student Assistant, College of Engineering Advising Center 9/20xx – present
Assist students with course planning, record recent grades and obtain grades from other schools; work closely with university administration.

McCormick & Co., Inc./Schilling Division, Salinas, CA

Intern Accountant Summer 20xx
Adjusted annual budget for labor and expense accounts. Prepared daily, weekly and monthly status reports and charts. Assisted with training new employee for cost accounting position.

Oxnard Recreation Department, Oxnard, CA

Day Camp Instructor Summers 20xx & 20xx
Taught safety standards, cheer and dance techniques to children ages 7 to 14. Received "Safety Award" in recognition for actions taken in a crisis situation.

LEADERSHIP/INVOLVEMENT EXPERIENCE

Cal Poly 20xx Homecoming Committee
Cal Poly Week of Welcome Orientation Leader
Tenaya Hall Council Vice President
John Madden Celebrity Golf Tournament 20xx-20xx
Cal Poly Cheer Squad Captain, 4 years

ACCOUNTING FIRM INFORMATION

Department of interest: Audit, Tax, or Risk/Advisory

Seeking: Career position

Start Date: June xx, 20xx

Location Preference: San Jose, San Francisco, Sacramento or Southern California/Los Angeles

Will you now or in the future require sponsorship for employment (e.g. H1B)? (Yes or No)

Proof of eligibility to work in the U.S.: Yes

Cal Poly Major GPA: 3.4

Cal Poly Overall GPA: 3.2

SAT: Verbal 610, Quantitative 560, Total 1170

CPA Exam: No (will take in 9/xx)

Independence Statement: 1) Relatives and affiliations – No; 2) Stock holdings – No

WRITING SAMPLES [address both topics]

- 1) Write one or two strong paragraphs to describe a recent project on which you worked that demonstrated your determination to complete challenging tasks.
- 2) Write one or two strong paragraphs to describe your single most significant accomplishment in the past two years, and how that accomplishment demonstrates your qualifications for a position with an accounting firm.