

If you have only one address you can center it, or put it on either side.

Your Name
myname@odu.edu

Current Address:
123 Main Street
Portsmouth, VA 23703
757-456-5126

Permanent Address:
526 Big Willow Lane
Richmond, VA 24879
804-258-4587

Objective should be as specific as possible.

OBJECTIVE

An entry-level position in public accounting

Experiment with fonts and graphic lines to make your resume stand out, but don't go wild!

EDUCATION

Old Dominion University, Norfolk, VA
Bachelor of Science in Business Administration
Major: Accounting Minor: Information Systems

Spell out your degree name and be sure to get it exactly correct.

GPA: 3.2

Tidewater Community College, Virginia Beach, VA
Associate of Science in Business
GPA: 3.5

Advertise your GPA only if it is over 3.0

June 2001

Relevant Courses: Managerial Accounting, Taxation, Principles of Insurance, Business Law, Finance, Accounting Information Systems

“Relevant” and “Related” in relationship to the objective.

RELATED EXPERIENCE

Jones, Smith and Chang, Chesapeake, VA
Accounting Intern (Summer 2002)

- Use “ed” action verbs to describe the functions of your job, such as maintained, supervised, trained, prepared, conducted, assisted, created, edited, provided
- Qualify and quantify when possible
- Do not use “responsible for” or “duties included”
- Never use “I”, “me”, or “my”

Using 2 categories of experience, “related” and “other” experience allows you to put the most relevant experience first. Otherwise it should be in reverse chronological order.

First Baptist Church, Chesapeake, VA
Youth Group Treasurer (September 2000-August 2002)

- Treat this as you would a job since it is related to accounting

OTHER EXPERIENCE

Outback Restaurant, Virginia Beach, VA
Waiter (September 2000- August 2003)

- Served food and beverages; provided excellent customer service in fast-paced environment
- Assisted manager with evening deposit

ACTIVITIES

Member of Alpha Beta Delta fraternity, 2001-present

- Director of communications, 2002-2003
 - Prepare brochures, flyers, emails and other communications to members to publicize events

Old Dominion University Tennis Team, 2202-present

You can use a second page if you have more experience.

References available on request.

This says “the end.” Your references should be on a separate sheet with the same header as your resume