***Resume Template: Take out all the italicized instructional text including this line!***

**Name**

City, State Zip Code

(Area code) Phone number

E-mail Address

**OBJECTIVE**

*Add a statement about the position you want – specific position or the kind of position you are seeking.* *Delete these instructions and type over the line below.*Secure an entry-level position in an accounting firm (add the name if you know it)

**SUMMARY OF QUALIFICATIONS**

*Several brief bullet points about your most relevant qualifications, for example:*

* Two years of providing excellent customer service skills in diverse settings
* Self-starter, fast learner, responsible and dedicated team member who strives for excellence
* Proficient with Microsoft Word, Excel, PowerPoint, Google Suite and Social Media
* Bilingual (English/Spanish)

**EDUCATION**

*Start with most recent educational institution first, then go back in time, for example:*

**Santa Barbara City College**, Santa Barbara, CA               Expected graduation: May 2024

    Pursuing Associate of Science in Accounting

**Related Coursework***: (only if relevant to job you are applying for)*

    Introduction to Accounting, Financial Accounting, Accounting with QuickBooks, Economics

**WORK EXPERIENCE**

*Brief descriptive phrases about what you do in this particular job as it relates to the position for which you are applying.  Most recent first, then go back in time, for example*:

**Barista**, Starbucks, Goleta, CA 1/2021 – present

* Provide excellent customer service and a welcoming experience to diverse clientele
* Prepare and serve a wide variety of high-quality beverages to Starbucks' standards
* Effectively manage multiple tasks in a fast-paced environment, maintaining efficiency and accuracy during peak hours
* Voted Employee of the Month 2/2022

**Marketing Intern**, Bank of America, Santa Barbara, CA 11/2019– 11/2020

* Assisted all areas of the marketing department and worked on Public Relations projects
* Supported the department with organization and distribution of media kits
* Worked with web design, prepared letters to marketing outlets, and created Excel spreadsheets
* Contributed to the development of monthly newsletters/flyers

**Job Title**, Employer Name, City, State Dates

*(Other possible sections:* ***Community Service, Volunteer Work, Special or Technical Skills)***