

# John Business

(515) 555-1234

jbusiness@iastate.edu

1111 42<sup>nd</sup> Street | Ames, IA 50010

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## PROFESSIONAL SUMMARY

Motivated graduating senior with internship experience within a Fortune 500 company. Detail oriented, analytical and dedicated individual seeking to leverage related accounting skills and experience in an entry-level auditing position.

**EDUCATION**     **Ivy College of Business - Iowa State University, Ames, IA**  
Bachelor of Science, December 20xx – CPA Eligible  
Major: Accounting  
GPA: 3.55/4.00

**University of Swansea, Swansea, Wales**  
Study Abroad, Spring 20xx

## RELATED EXPERIENCE

**John Deere, Moline, IL** Summer 20xx  
*Accounting/Finance Intern*

- Analyzed financial statements to support expense control and accurate reporting
- Utilized Microsoft Excel to improve process used to collect manufacturing volumes
- Reviewed contracts to find cost-cutting strategies
- Completed month-end responsibilities
- Delivered presentation on summer projects to over 30 members of management

**Discount Tire Company, Ames, IA** August 20xx – December 20xx  
*Sales Associate and Crew Chief*

- Achieved Sales Associate position while employed part-time
- Worked as team member to meet daily and monthly sales goals and objectives
- Performed daily accounting entries
- Acquired managerial skills as Crew Chief managing 10 service technicians

## OTHER WORK EXPERIENCE

**AutoMax, Ankeny, IA** May 20xx – August 20xx  
*Contractor*

- Closed all sales contracts with customers and fully explained guidelines and responsibilities
- Tracked weekly sales and recorded in Microsoft Excel
- Trained new contractors to meet company and industry standards

## LEADERSHIP

**Beta Alpha Psi, August 20xx – Present**

*Treasurer, January 20xx-Present*

- Prepare budget packet for yearly funding from Student Government Association
- Manage \$8,000 budget and organize all financial responsibilities of organization

**Finance Club, August 20xx-Present**

**Gerdin Citizenship Program, August 20xx-Present**

**Iowa State University Business Council, January 20xx-Present**