

First Name Last Name

phone number | email address | LinkedIn profile link

Professional Summary

Motivated and dedicated college student majoring in [Your Major] with a strong academic record and experience in [relevant part-time jobs, internships, or extracurricular activities]. Skilled in [mention key skills, e.g., problem-solving, communication, teamwork], with proficiency in [list relevant technologies or languages]. Seeking to apply my knowledge and skills in a [type of role] to contribute to [type of organization or field] and gain hands-on experience.

Skills

Tech/Industry: Microsoft Office Suite, Basic Accounting, QuickBooks

Soft Skills: Communication, Teamwork, Customer Service, Problem-Solving

Languages: Spanish (Fluent)

Education

Triton College, River Grove, IL

Expected Graduation: May 2025

Associate in Accounting and Business Management (if high, add GPA, plus President's List, etc.)

Relevant Coursework: Accounting 101, Managerial Accounting, Financial Accounting

Certifications

CPR

Expiration: July 2027

Work Experience

Job Title, Company Name (City, State)

June, 2023—Present

- First item in list of responsibilities and/or accomplishments while you worked here. Use action verbs, such as managed, led, handled, created, improved, coordinated, etc. Highlight the text and begin typing.
- If you have not had paid job experience, you can include volunteer experience in this section.
- Use the job description of the job you are applying for to guide what information you include in this section. Your text will automatically wrap appropriately with hanging indents. Be concise. Typically, each bulleted accomplishment will be 2 – 3 lines. You may expand the number of accomplishments to showcase a particular job if that is a role you are now targeting.
- Avoid writing a “laundry list” of tasks.
- Be sure to include enough information so that the employer can see you as a good fit for the role.

Job Title, Company Name (City, State)

March, 2022—May, 2023

- First item in list of responsibilities and/or accomplishments while you worked here. Use action verbs, such as managed, led, handled, created, improved, coordinated, etc. Highlight the text and begin typing.
- If you have not had paid job experience, you can include volunteer experience in this section.
- Use the job description of the job you are applying for to guide what information you include in this section. Your text will automatically wrap appropriately with hanging indents. Be concise. Typically, each bulleted accomplishment will be 2 – 3 lines. You may expand the number of accomplishments to showcase a particular job if that is a role you are now targeting.
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- Be sure to include enough information so that the employer can see you as a good fit for the role.

Clubs/Organizations

Triumph/Surge, Accounting Club

Request an appointment with a Career Services Specialist [here!](#)

<https://www.triton.edu/students/career-services/career-services-interest-form/>