

# Emma H. Smith

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## Education

### **Bachelor of Science in Accounting**

*Brigham Young University–Idaho*

Apr. 20XX  
Rexburg, ID

- GPA: X.XX Major GPA: X.XX
  - [Area of interest: Audit/Tax/Forensics/Other]
  - Student Accounting Society [ - position] 20XX – 20YY
  - Scholarships/Awards
  - [Minor/Emphasis/Additional course work: non-standard course name, non-standard course,...]
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## Experience

### **Position**

*Name of Company/Organization*

Jan. 20XX – Dec. 20XX  
City, ST

- Description of accomplishments and responsibilities; begin with action verbs
- Don't just describe the tasks performed; be clear about the characteristics and attributes developed
- Make sure to quantify as much as possible; 2 – 4 bullet points for each position
- Develop a 30 to 90 second story about each bullet point

### **Position**

*Name of Company/Organization*

Jan. 20XX – Dec. 20XX  
City, ST

- No full sentences; keep it short and sweet
- Try to keep each bullet point to one line; remember they are scanning for specific terms

### **Position**

*Name of Company/Organization*

Jan. 20XX – Dec. 20XX  
City, ST

- Be clear about the characteristics and attributes developed; include leadership
- Only include what is relevant to the position
- Review the job description and include terms from the job description

### **Full-Time Volunteer Representative**

*The Church of Jesus Christ of Latter-day Saints*

Jun. 20XX – Jun. 20YY  
Country (State if served in the US)

- Did you have any opportunities to lead or help others reach goals and keep commitments?
  - Did you work long hours each week, for how long?
  - What did you get really good at, include skills you developed and acquired?
  - Became fluent in [language]
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## Leadership/Interests/Skills/Awards (may be excluded if more experience is included)

- List and describe other experiences, etc., that you would like to share with the company
- You may include items that are interesting and unique, be sure they are business appropriate
- It's probably better not to include items from your early youth or childhood