**FIRST LAST NAME (ALL CAPS)** 999 Street Address **∙** City, State Zip

**LinkedIn Profile URL (999) 999-999 ∙ youremailaddress@kenan-flagler.unc.edu**

**EDUCATION**

**UNIVERSITY OF NORTH CAROLINA, Kenan-Flagler Business School –** Chapel Hill, NC June 2020

**Master of Accounting** **Candidate**

**UNIVERSITY OF NORTH CAROLINA at Chapel Hill –** Chapel Hill, NC May 2017

**Bachelor of Business Administration**

* Awards, Dean’s List, Case Competitions, magna cum laude *(this distinction should always be lower case),* High GPA (above 3.5)
* If you play a Div. 1 sport, list in this section
* Travel Abroad

**EXPERIENCE**

**FIRST CITIZENS BANK & TRUST COMPANY –** Durham, NC 2014 - 2018

**Financial Services Representative**

* Awarded employee of the month 3 times for outstanding customer service.
* Developed and implemented a sales plan to achieve monthly sales and profitability objectives with a focus on retail loans, deposit production, and fee income generation.
* Led and collaborated with branch associates to develop and implement successful marketing strategies to attract new and existing clients.
* *(Make sure each of your bullet points starts with a unique action verb and contains an action and result similar to bullets above.)*

**BRIXX –** Raleigh, NC2015

*Specialty restaurant centered on wood-fired pizzas and salads*

**Server (summer)**

* Promoted to train 10 new employees resulting from document created regarding best practices of a successful server.
* *(It is perfectly fine and warranted to put ANY work experience here. Employers know you have limited experience at this point in your lives. They value ANY experience, which demonstrates responsibility, leadership attributes, and follow-through. These are all qualities they want to have in employees.)*

**LEADERSHIP**

**ST. BALDRICK’S FOUNDATION –** Raleigh, NC 2017 - 2019

*Charity committed to providing funding for childhood cancer research*

**Shaving Event Coordinator**

* Led all recruiting activities and organization for day long head-shaving event; resulted in 370 participants.
* Raised a total of $45,800 for the foundation (most ever in history).

**BOY SCOUTS OF AMERICA –** Raleigh, NC 2010 - 2012

**Eagle Scout**

* Served and led more than 400 hours of service projects.
* Awarded highest designation within Boy Scouts Organization.

**ADDITIONAL**

* Professional certifications and/or professional association memberships
* Foreign language(s)
* Other awards, certificates, designations
* Technical skills: *(Do not list any Microsoft Office suite skills)*
* Hobbies and interests: *(very important to include this; employers often look here first so they can make conversation with you)*