**FIRST LAST NAME (ALL CAPS)** 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 2024

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

**UNIVERSITY OF NORTH CAROLINA at Chapel Hill –** Chapel Hill, NC May 2020

**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
* Study Abroad

**EXPERIENCE**

**FIRST CITIZENS BANK & TRUST COMPANY –** Durham, NC 2017 - 2019

**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.
* *(Focus on* ***impact*** *instead of general responsibilities. Make sure each of your bullet points starts with a unique action verb and contains an action and result similar to bullets above. Quantify as much as possible.)*

**BRIXX –** Raleigh, NCSummer 2016

**Server**

* Created document regarding best practices for successful services and trained 10 new employees.
* *(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. Think about transferrable skills and how they would make you a successful accountant.)*

**LEADERSHIP**

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

*Charity committed to providing funding for childhood cancer research*

**Shaving Event Coordinator**

* Oversaw 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).

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

**Gold Award**

* Served and led more than 400 hours of service projects.
* Awarded highest designation within Girl 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)*
* Include US permanent work authorization or sponsorship requirements (only for international students with the right to work in the US)