**Insert Name**

Insert Address • City, State, Zip Code • phone number • email address • LinkedIn URL

  **EDUCATION**

**University of Missouri Columbia, Missouri**

***Master of Accountancy***

***Bachelor of Science in Accountancy***

*GPA:* 3.0/4.0 (*Major GPA:* 3.5/4.0)

*Expected:* Month, Year

**Study Abroad University Name Location**

Trulaske College of Business Study Abroad Program

Summer 2014

**PROFESSIONAL EXPERIENCE (please select 1 choice for job description layout)**

**Company Name Location**

*Job Title (Seasonal) Dates (month/year-month/year)*

* Responsibilities/Skills Learned
* Responsibilities/Skills Learned
* Responsibilities/Skills Learned

**Company Name;** Location **Dates you have worked for the company**

*Job Title (dates you held the position- month/year-month/year)*

* Responsibilities/Skills Learned
* Responsibilities/Skills Learned

*Job Title (dates you held the position)*

* Responsibilities/Skills Learned
* Responsibilities/Skills Learned

**Job Title;** *Company Name***;** Location  **Dates**

* Responsibilities/Skills Learned
* Responsibilities/Skills Learned
* Responsibilities/Skills Learned

**LEADERSHIP & ACTIVITIES**

**Organization Name**  **Dates**

*Role Title (if you held a position you would place it here & then add bulleted responsibilities)*

* Responsibilities/Skills Learned (if no role was held, just bulleted responsibilities can be added)

 **Organization Name**  **Dates**

* Responsibilities/Skills Learned (if no role was held, just bulleted responsibilities can be added)

**Organization Name** **Dates**

* Responsibilities/Skills Learned

**HONORS & AWARDS**

**Title of Award/Scholarship** **Dates**

**Title of Award/Scholarship** **Dates**

**VOLUNTEER EXPERIENCE**

**Organization Title** **Dates**