

Britney Jones

List contact info.
in 9pt font size.

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(901) 517-0022

Bold your name in
16/18pt font size, using
Garamond style font.

bjones@memphis.edu [LinkedIn](#)

Add LinkedIn and/or website
address links next to e-mail.

Use your UofM
e-mail address.

Use 1" margins, but use 0.5"
(narrow) if extra space is needed.

Summary of Qualifications

Results-oriented, organized, and driven Accounting Honors major; certified in Excel, 2013. Long-term professional goal is to be a career track candidate at a growth-oriented accounting firm.

Education Bachelor of Business Administration, Major: Accounting Minor: Management
University of Memphis, Memphis, TN
Expected graduation date: December 2015, GPA: 3.5 magna cum laude

Use this statement
if you feel it will be
helpful.

U.S Citizen. No Sponsorship Required

List GPA if 3.0 or greater.

Use graduation distinctions
only in your final semester
before graduation.

Certification CPP (Certified Payroll Professional), 2015, Bloomberg Certification, 2014

Languages English, Spanish, Conversational French

Include professional certifications
with the year received.

Computer Skills Languages: Visual Basic, SQL, HTML, PASCAL
Operating Environment: Windows 2000 and 2005
Business Tools: Case Tools, SAP, Office Suite,

Add this section only if you
have above average skills.

College Leadership Activities and Honors

- Honors Student Council Fundraising Chair and Philanthropy Committee, 2014 – Present
- Beta Gamma Sigma Business Honor Society, 2014 - Present
- American Institute of CPAs, Affiliate Member, 2014 – Present
- MILE 2, Leadership Assistant, 2013 - 2014
- Memphis Institute for Leadership Education (MILE) Graduate, Spring 2013
- Deloitte Leadership Conference, Participant, 2012
- Provost and Robert C. Byrd Scholarship, Recipient, 2012

Highlight upper
division courses
in your major.

List your leadership, honors,
and accomplishments with
your title or position in reverse
chronological order.

Relevant Coursework

Intermediate Accounting I, II, III, Federal Tax Accounting II, Advanced Auditing, Accounting Ethics, Cost Accounting

College Work Experience

Tax Audit Intern, January 2015 – August 2015, Frazee Ivy Davis, Memphis, TN

- Prepared individual and business tax returns using ProSystem fx Tax.
- Performed various analytical procedures, drafted engagement letters, compiled client financial information, and communicated to managers and partners effectively.
- Completed an audit of a local nonprofit and a 401k plan using ProSystem fx Engagement.

List in reverse
chronological
order with up
to 4 bullets.

Remember...
Present position =
present tense verbs.
Past position =
past-tense verbs.

Merchandising Clerk, August 2013 – December 2013, Distribution Services Inc., Memphis, TN

- Communicate results to Kroger managers while managing projects effectively and efficiently.
- Reported weekly inventory and shipping orders to supervisors.
- Assisted in reporting inventory changes resulting from marketing initiatives.

Philanthropy

- Volunteer, St. Jude Children's Research Hospital and Ronald McDonald House, 2014
- Volunteer, Shelby Farms Greenline, 2013

Ideally, your resume should be one-page.
Update each semester.

Include religious and non-
profit volunteer work.