

Full Name

your.name@gmail.com | (123) 456-7890 | Fullerton, CA | LinkedIn: [your-name-url](https://www.linkedin.com/in/your-name-url)

EDUCATION

California State University, Fullerton
Bachelor of Arts in Business Administration
Concentration in Accounting

Expected Graduation: May 2027
CPA Eligibility: May 2027
GPA: 4.00

INTERNSHIP EXPERIENCE (optional)

Deloitte & Touche LLP | Costa Mesa, CA
Audit and Assurance Intern

June 2024 – July 2024

- Outline = Strong **ACTION VERB** + Description of **ACTIVITY** + End Result/Accomplishment and/or **PURPOSE**
- Use a variety of action verbs (SEE page 4); use specifics and quantify activities (add numbers!)
- Use key words from the internship posting—cover all the skills/qualifications it asks

WORK EXPERIENCE

California State University, Fullerton | Fullerton, CA
Supplemental Instruction Leader

August 2024 – Present

- Edit carefully—poor formatting, incorrect grammar, spelling errors, poorly written bullets
- Keep spacing consistent, no punctuating bullets with periods, remove pronouns, limit articles and helping verbs
- At least two bullet points per section, no “hanging words” (single words on their own line)

Sunright Tea Studio | Artesia, CA
Barista

March 2024 – June 2024

- Focus on transferable skills that apply to the internship posting (soft skills; show its application)
- Other sections you can include: Volunteer Experience, Relevant Coursework, Honors and Awards
- Be prepared to discuss any experiences/activities in a meaningful way during your interview

LEADERSHIP EXPERIENCE AND ACTIVITIES

Beta Alpha Psi, Delta-Beta Chapter
Membership Committee Chair

May 2024 – Present

- DESCRIPTION 1 (TRY TO LIST TASKS / ACCOMPLISHMENTS MAKE THESE SEEM SIMILAR TO ACCOUNTING TASKS / DUTIES)
- DESCRIPTION 2
- DESCRIPTION 3

CSUF Club XXX

Vice President of Finance

May 2024 – Present

- DESCRIPTION 1 (TRY TO LIST TASKS / ACCOMPLISHMENTS MAKE THESE SEEM SIMILAR TO ACCOUNTING TASKS / DUTIES)
- DESCRIPTION 2
- DESCRIPTION 3

Finance Chair

January 2024 – May 2024

- DESCRIPTION 1 (TRY TO LIST TASKS / ACCOMPLISHMENTS MAKE THESE SEEM SIMILAR TO ACCOUNTING TASKS / DUTIES)
- DESCRIPTION 2
- DESCRIPTION 3

SKILLS, INTERESTS, AND QUALIFICATIONS

Computer Skills: Intuit QuickBooks, Tableau, MySQL

Certifications: Alteryx Designer Core, Microsoft Excel - Foundational

Languages: Native fluency in English and Japanese

Interests: Hiking, Vintage Cars, Football

Full Name
1234 Your Street
Fullerton, CA 92831
(123) 456-7890
your.name@gmail.com

Date: Date

Recruiter Name
Campus Recruiter
Firm Name
5678 Their Street
Irvine, CA 89890

Dear Mr./Ms. Recruiter:

[Introduction] What position are you applying to? Connections with the firm (what events have you been at, who have you spoken to). Why are you interested in the position? Brief summary as to why you are qualified.

[Why are you qualified - part 1?] Highlight your strongest qualification(s) for this position and relate it to your job description. Think of this as a brief description of multiple parts on your resume or an in-depth anecdote about one or two experiences. Why should they read your resume?

[Why are you qualified - part 2?] Continue highlighting strong/relevant experiences from your resume (ex. additional core skills, your background, what motivated you to apply to the position). How does your experience and the position connect? Why are you special? A common way to differentiate the paragraphs is using the first to talk about technical/hard experiences while the second talks about any experience you've had engaging with the community/DEI initiatives (if the posting refers to any as considerations).

[Conclusion] Restate your interest and close, thanking the recruiter for their time. End proactively and on a positive note.

[Additional notes/clarifications] Cover letters are typically four paragraphs long and fit the entire page. They are meant as an introduction to the resume/you. Try to always send a cover letter when the option is there but note that it isn't weighted as much as your resume or interactions with professionals. Always double check spelling and grammar.

Sincerely,
Full Name

Action Verbs by Skill Set

Leadership

Administered	Arranged	Chaired
Coordinated	Directed	Executed
Delegated	Headed	Managed
Operated	Orchestrated	Organized
Oversaw	Planned	Spearheaded

Creation

Built	Charted	Created
Designed	Developed	Devised
Founded	Engineered	Established
Formalized	Formed	Formulated
Implemented	Incorporated	Initiated
Instituted	Introduced	Launched
Pioneered	Proposed	

Improvement

Accelerated	Achieved	Advanced
Amplified	Boosted	Capitalized
Conserved	Consolidated	Decreased
Deducted	Delivered	Enhanced
Expanded	Expedited	Furthered
Gained	Generated	Improved
Increased	Maximized	Reduced
Stimulated	Sustained	Yielded

Communication

Advocated	Authored	Briefed
Campaigned	Consulted	Conveyed
Convinced	Corresponded	Defined
Documented	Drafted	Edited
Illustrated	Informed	Lobbied
Negotiated	Outlined	Partnered
Persuaded	Pitched	Presented
Promoted	Publicized	Recommended
Resolved	Secured	Wrote

Mentoring

Advised	Coached	Counseled
Critiqued	Educated	Guided
Mediated	Mentored	Trained

Research

Analyzed
Audited
Discovered
Explored
Interviewed
Measured
Quantified
Tested

Assembled
Calculated
Evaluated
Identified
Investigated
Modeled
Reported
Tracked

Assessed
Compiled
Examined
Interpreted
Mapped
Qualified
Surveyed
Visualized

Financial

Accounted
Audited
Computed

Allocated
Balanced
Forecasted

Analyzed
Budgeted
Projected