**First and Last Name**

City, State, Zip; Phone Number; email address

Customized LinkedIn URL

**EDUCATION EXPERIENCE**

**The University of Texas at Dallas** Graduation Month & Year

*Bachelor of Science, Accounting* **GPA X.XX**

*Master of Science, Accounting* **GPA X.XX**

Texas CPA Eligible upon Graduation

Honors and Scholarship(s)

30 Hours Dual Credit in High School (Remove if not applicable)

**Additional College (if degree obtained),** LocationGraduation Month & Year

*Associate (or Bachelor) of Science, Major* **GPA X.XX**

**PROFESSIONAL EXPERIENCE** (List most recent experience first)

**Full Legal Company Name**, Location (City, State)Start Month & Year – End Month & Year

*Position Title*

* [Action verb, past tense] followed by impact or accomplishments including metric(s)
* [Action verb, past tense] followed by impact or accomplishments including metric(s)
* [Action verb, past tense] followed by impact or accomplishments including metric(s)

**Additional Full Legal Company Name (if applicable)**, Location Start Month & Year – End Month & Year

*Position Title*

* [Action verb, past tense] followed by impact or accomplishments including metric(s)
* [Action verb, past tense] followed by impact or accomplishments including metric(s)
* [Action verb, past tense] followed by impact or accomplishments including metric(s)

**ORGANIZATION EXPERIENCE** (Use either **COMMUNITY SERVICE, ORGANIZATIONS, OR LEADERSHIP EXPERIENCE.** Remove the word Experience from this section and adjust the name if only one type of experience. You can use bullet points for an organization if needed.)

**Organization**, School name, *Position Title* Start Month & Year – End Month & Year or Present

* [Action verb, past tense] followed by impact or accomplishments including metric(s)

**Organization**, School name, *Position Title* Start Month & Year – End Month & Year or Present

* [Action verb, past tense] followed by impact or accomplishments including metric(s)

**ACADEMIC PROJECT EXPERIENCE OR ACADEMIC COMPETITIONS** (Remove Competitions if not applicable)

**Project Name,** Class Name Start Month & Year – End Month & Year

* [Action verb, past tense] followed by impact or accomplishments including metric(s)
* [Action verb, past tense] followed by impact or accomplishments including metric(s)
* [Action verb, past tense] followed by impact or accomplishments including metric(s)

**ADDITIONAL INFORMATION**

*Skills*: [Insert programs, databases, I.e., Microsoft Excel, SAP, etc.]

*Languages*: Remove line if no languages except English are spoken

*Eligibility*: **Type in one of the three following choices, remove text in parentheses, and delete the other two options**.

US Citizen, Eligible to work in the US for internships and full time with no restrictions (Born here or naturalized)

US Permanent Resident, Eligible in the US for internships & full time – no restrictions (Foreign citizen green card holders)

VISA, Eligible to work in the US for internships and full time for up to (non-STEM, choose 12 months; STEM Major, choose 36 months)