**Victor Norse**

(859) 555-1234 | [norsev1@nku.edu](mailto:norsev1@nku.edu)| [www.linkedin.com/in/victor.norse](http://www.linkedin.com/in/victor.norse)

**OBJECTIVE**

To obtain a *[full-time or internship]* position in accounting field *[Remove after Meet the Firms]*

**EXPERIENCE**

**Facilities Management**: *[Name of Organization Here]* (Sept. 20XX-Present)

* Communicate with co-workers with diverse backgrounds and experiences
* Prioritize tasks to ensure most pressing issues are resolved quickly; key holder

**Accounting Intern**: Kenton County Animal Shelter (May 20XX-Aug. 20XX)

* *[Strong action verb and numbers to describe accomplishments or responsibilities]*
* Created financial statements; assisted in financial presentation to Board of Directors
* Managed accounts receivable, accounts payable, and bank reconciliations
* Developed Excel spreadsheet to track in-kind donations; trained full-time staff

**Lifeguard**: *[Name of Organization Here]* (May 20XX-Sept. 20XX)

* Trained new lifeguards on cashier and cash handling procedures; taught swim lessons
* Monitored safety of all guests; communicated with patrons of all ages

**EDUCATION**

**Bachelor of Science in Business Administration** (Expected May 20XX)

Haile/US Bank College of Business, Northern Kentucky University

Major: Accounting, Minors: Spanish and Business Administration

Accounting GPA: 3.89; Overall GPA: 3.67 *[Optional, not recommended if < 3.5]*

* *[Tangible evidence of skill building]*
* Finalist, with teammates, in client-based case study contest; conducted legal research, competitive analysis, and presented recommendations to emerging business leaders
* Conducted External Audit Simulation with local nonprofit organization

**SERVICE AND EXTRACURRICULAR ACTIVITIES**

**Community Service**

* Volunteer for Family Promise of Northern Kentucky, 20XX-Present
* NKU Victor's Volunteers supporting community organizations, 20XX-Present
* Volunteer for Welcome House of Northern Kentucky, 20XX
* Youth Basketball Coach, 20XX-20XX

**Extracurricular Activities**

* Founder of Northern Kentucky Bicycling Club, 20XX-Present
* Intramural Soccer and Basketball, 20XX-20XX
* Leadership University (professional development and service program), 20XX

**SKILLS AND AWARDS**

* Peachtree, Microsoft Office products including Excel PivotTables and VLOOKUP
* Dean’s List, Fall and Spring 20XX, Fall 20XX
* Awarded First Place in Phi Beta Lambda Accounting Principles and Personal Finance Individual Tests; Awarded 2nd and 3rd Place (respectively) at National Conference
* Recognized as Haile/US Bank College of Business Outstanding Sophomore