

**Sample Resume:**

**Stephanie Smith**

ssmith@hotmail.com

Permanent Address  
164 Rainbow Road  
Wilmington, MA 01887

Local Address  
857 Collins Ave  
Salem, MA 01970

---

**OBJECTIVE**

To obtain a position where I may fully utilize and broaden my skills in all areas of public accounting.

**EDUCATION**

Bentley College, Waltham, MA  
Bachelor of Science  
**Major:** Accounting  
**GPA:** 3.45 **Major GPA:** 3.60

**EXPERIENCE**

**DiCicco, Gulman & Company LLP**

Woburn, MA  
Summer 2006

*Accounting Internship*

- Preparation of income tax returns for individual customers
- Obtained an understanding of the daily activities in an accounting firm
- Member of audit review team

**Bentley College**

Waltham, MA

*Accounting Tutor*

- Assisted students with questions about related material
- Reviewed work performed by students
- Worked 10 hours per week

**Abercrombie & Fitch**

Burlington, MA

*Sales Associate*

- Assisted customers by helping them with their purchases
- Responsible for designing and setting up displays
- Worked 25 hours a week while going to school full time

**HONORS/ACTIVITES**

- Deans List Spring 2004
- Field Hockey, Captain in 2006 2002-2006
- Academic Scholarship 2004-2006
- Activity Planner 2005

**SKILLS**

- QuickBooks, Microsoft Work, Excel, PowerPoint, ProFx Engagement, Access
- Fluent in French