

Virginia Frese

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EDUCATION

Bachelor of Arts in Accounting, Queens College/CUNY

Expected Graduation Month Year

- GPA: X.X (Add if 3.0 and above)
- Work(ed) XX hours per week while attending school full-time (Include if you work 20+ hours)
- Honors (List each one and the year)

CLASS PROJECTS / ASSIGNMENTS / CASE STUDIES (Optional)

- Use 3-4 bullets to explain the knowledge / skills gained and software used

RELEVANT EXPERIENCE

Company Name, City, State

Month Year – Present

Position Title (most recent title with company)

- Use keywords from job description that will catch recruiter's attention www.Jobhero.com or www.ONETOnline.org
- Start with an action verb, not a passive one <http://bit.ly/ActionVerbsAccomplishments>
- Explain your accomplishments (e.g. Developed, created, or invented something, or trained 10 employees)
- Quantify results as much as possible (e.g. Generate \$55,000 in sales commission by collaborating on 25+ residential rental and sales transactions or Attracted 70+ applicants through job boards, LinkedIn, and attending campus recruiting events)

Company Name, City, State

Month Year – Month Year

Position Title

- Enter the R (result) (A) action you took to solve the problem (P)
- Emphasize accomplishments that are relevant to the job you want (Promoted to manager for...)
- Be specific-omit unnecessary words and sentences. Delete pronouns ("I," "me," "my," "he," "she," "them," "they")
- Verbs in past-tense if you are not working at job

OTHER EXPERIENCE or VOLUNTEER or LEADERSHIP (Optional)

Organization Name, City, State

Month Year – Month Year

Position Title

- Describe accomplishments and tasks

ADDITIONAL

Computer: Software that are relevant to the desired position(s)

Languages: Other than English (Basic, Intermediate, Conversant, Fluent)

Awards: Certifications and awards that you received

Interests: (Optional) Showcase 3-5 activities that you like to do – play sports, reading professional development books, play guitar etc. Put personal interests that are relevant to the job or recruiter