

The Complete Professional Program

Educated

Ethical

Polished

Healthy

Community-Oriented

FCBE RÉSUMÉ CHECKLIST

Step 1- Get your résumé started	Go to- http://www.memphis.edu/professional/career/index.php Use the templates and examples to get started
Step 2- Use relevant action verbs when developing your résumé	Find action verbs here: http://atlantajobleads.files.wordpress.com/2011/04/actionverbs2.jpg
Step 3- Download one of the <i>FCBE templates</i>	<p>Version A- Most experience related to academic and campus or community involvement</p> <p>Version B- Most experience related to work history and skills gained through work experience</p> <p>See the tips on each of the versions (comments in red) to help you develop your content. Use the tips on Version B for specific majors such as MIS and Accounting. Note: Version B also shows how a graduate candidate should reference their admission into grad school. If you are not pursuing grad school, just eliminate that step.</p>
Step 4- Format and save your résumé	<ul style="list-style-type: none"> ✓ Make sure you maintain proper spacing and alignment as formatted on the template—proof carefully! ✓ ALWAYS save your resume as: Last name, First name, Résumé, Today's date For example: CatesCarolynRésumé07012015 <p>This step helps employers find your résumé among other candidates.</p>
Step 5- Send your completed résumé to Ms. Carolyn Cates	<p>Ms. Carolyn Cates – ccates2@memphis.edu</p> <p>If more work is needed, you will need to set an appointment for additional résumé coaching.</p>
Step 6- ALL résumés must be approved to send to employers.	Only approved résumés will be added to the Fogelman Internship Network so be sure to quickly make all of the required changes and resend in order to be considered for upcoming opportunities.

Here we list summary of qualifications instead of an objective.

Your name, contact information and headings stand out. Use 11 or 12-point type and make sure that your name is 2 pts. larger than other information

Summary of Qualifications

First Name Last Name
Street Address City, State, Zip Code
(Area Code) xxx-xxxx
E-Mail Address

Results-oriented, organized, and driven Accounting Honors major. Certified in Microsoft Office, 2007.
Long-term professional goal is to be a career track candidate at a growth-oriented accounting firm.

Education

Bachelor of Business Administration, Major: Accounting
The University of Memphis, Memphis, TN
Expected Graduation Date: December 2015, GPA: 3.5/4.0

Objectives are used when applying for a job with a specific skill or function. Delete if not specific.

College Leadership Activities and Honors

- Honors Student Council Fundraising Chair and Philanthropy Committee, 2013 - Present
- Beta Gamma Sigma Business Honor Society, 2013 - Present
- American Institute of CPAs, Affiliate Member, 2013 - Present
- Memphis Institute for Leadership Education (MILE) Graduate, Spring 2012
- MILE 2, Leadership Assistant, 2012 - 2013
- Deloitte Leadership Conference, Participant, 2012
- Provost and Robert C. Byrd Scholarship Recipient, 2012

Remember to stress academic success. Omit GPA if below 3.0.

College Work Experience

Frazee Ivy Davis, Tax Audit Intern, Memphis, TN January 2014 - August 2014

- Prepared individual and business tax returns using ProSystemFX Tax Software.
- Performed various analytical procedures, drafted engagement letters, compiled client financial information, and communicated to managers and partners effectively.
- Completed an audit of a local nonprofit and a 401k plan with the use of ProSystemFX Engagement.

List your leadership honors and accomplishments.

Distribution Services Incorporated, Merchandising Clerk, Memphis, TN, August 2013 - December 2013

- Communicate results to Kroger managers while managing projects effectively and efficiently.
- Reported weekly inventory and shipping orders to supervisors.
- Audit Kroger stores to insure a better customer experience.

Remember to update each semester!

U of M Office of Academic Internships, Summer Intern, Memphis, TN, May - August 2013

- Improved the accounting internship program by updating the accounting employer database and creating PowerPoint presentations for the Chair of the School of Accountancy.
- Assisted in the research and development of a nonprofit fund by composing a white paper for financial analysis.
- Supported my internship site by providing program development assistance and ongoing diverse projects in internship tracking, evaluation, and communications.

Philanthropy

- Volunteer, St. Jude Children's Research Hospital and Ronald McDonald House, 2014
- Volunteer, Shelby Farms GreenLine, 2013

List activities including work at your local religious or non-profit groups.

Ideally, your résumé should only be one page. This length is dependent on your related work experience. Remember to update your résumé each semester!

First Name Last Name
Street Address City, State, Zip Code
(Area Code) xxx-xxxx
E-Mail Address

EDUCATION

Bachelor of Business Administration, Major: Management of Information Systems
University of Memphis, Memphis, TN
Expected Graduation Date: December 2015, GPA 3.5/4.0

International Business: List language and cultural related courses.

COMPUTER SKILLS

Relevant coursework if not BIT

Languages: Visual Basic, SQL, HTML, PASCAL
Operating Environment: Windows 2000 and 2005
Business Tools: Case Tools, Spreadsheets, Word Processing, Presentation, Internet Applications, Statistical Analysis Software, Office Suite, Excel Certified 2013

Review skills needed for upcoming opportunity

EXPERIENCE

Always list most recent experience first. Most employers will only want last 10 years of full-time experience.

Business Analyst, August 2015 – Present
University of Memphis Enterprise Integration Laboratory, Memphis, TN

- Lead a team conducting feasibility assessment of a vertical online marketplace.
- Benchmark current vertical online marketplaces and analyze economic models
- Assess business model options and technology requirements

Stress results

Business Analyst, May – August 2015
FedEx Corporation, Memphis, TN

- Led team in designing an actionable, productivity analysis Executive Information System
- Benchmarked current information resources and report generation procedures

Congressional Intern, May – August 2014
Spencer Bacchus, Washington, DC

- Researched Subjects assigned by Senator's staff
- Conducted tours of Senate building for visitors from Alabama
- Gathered information on concerns of voters

HONORS

FedEx Scholarship Recipient, 2015
First USA Bank Scholarship Recipient, 2013
Beta Gamma Sigma Honor Society, 2012-2013

List leadership activities: This includes your work at your local religious and non-profit groups.

ACTIVITIES

Habitat for Humanity Building Volunteer, 2014
Tennessee Computing Olympiad Assistant, 2013

List your honors and accomplishments.

Ideally, your résumé should only be one page. This length is dependent on your related work experience. Remember to update your résumé each semester and employers may only view it for 30 seconds, so make yours stand out!

EDUCATION

Master of Business Administration

First Name Last Name
Street Address City, State, Zip Code
(Area Code) xxx-xxxx
E-Mail Address

University of Memphis, Memphis, TN
Expected Graduation: December 2015

If seeking a
graduate
degree...it
goes here.

Bachelor of Business Administration, Major: MIS, 2014
University of Memphis, Memphis, TN
Cum Laude, GPA 3.5/4.0

COMPUTER SKILLS

Languages: Visual Basic, SQL, HTML, PASCAL
Operating Environment: Windows 2000 and 2005
Business Tools: Case Tools, Spreadsheets, Word Processing, Presentation,
Internet Applications, Statistical Analysis Software, Office Suite, Excel Certified, 2013

EXPERIENCE

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Summary of Qualifications

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Street Address City, State, Zip Code
(Area Code) xxx-xxxx
E-Mail Address

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Education Bachelor of Business Administration Major: Your Major
The University of Memphis; Memphis, TN
Expected Graduation Date, GPA

College Leadership Activities and Honors

- Organization, Role, Year
- Scholarship or Award, Year

College Work Experience

Company Name/Title, City, State, Month Year – Month Year

- What you did...

Philanthropy

- Organization and/or Role, Year

EDUCATION Bachelor of Business Administration, Major
University of Memphis, Memphis, TN

First Name Last Name

Street Address City, State, Zip Code

(Area Code) xxx-xxxx

E-Mail Address

Expected Graduation Date, GPA

**COMPUTER
SKILLS**

Languages:

Operating Environment:

Business Tools:

EXPERIENCE

Title, Month Year – Month Year

Company Name, City, State

■

Title, Month Year – Month Year

Company Name, City, State

■

HONORS

Scholarship Name or Award Name, Year

Scholarship Name or Award Name, Year

ACTIVITIES

Organization Activity, Year