

---

# SUSAN SWANSON

123 Rainbow Rd.  
Dubuque, IA 52XXX

(563) 555-5555  
sswanson@dbq.edu

---

<b>EDUCATION</b>	<b>UNIVERSITY OF DUBUQUE</b> , <i>Dubuque, Iowa</i> <i>Business of Bachelor Administration, Accounting</i> • GPA: 3.98 on a 4.00 scale • Dean's List: Every Semester	<i>May 20XX</i>
<b>EXPERIENCE</b>	<b>FINANCE INTERN</b> <i>City of Pleasantville Billing Department, City, State</i> • Execute all account payable functions • Prepare audit work papers and reconcile monthly bank statements • Develop spreadsheets and utilize other computer applications	<i>April 20XX – Present</i>
	<b>WAITER</b> <i>Applebee's Restaurant, City, State</i> • Handle an assortment of diverse clientele • Work independently, and as a team to adapt to the customer's needs • Promote lasting relationships through effective communication	<i>August 20XX – Present</i>
	<b>TAX ASSISTANT</b> <i>ABC Accounting, City, State</i> • Assembled tax returns in a high stress environment • Answered telephone, welcomed clients, and maintained files • Demonstrated the ability to pay attention to detail	<i>October 20XX–April 20XX</i>
<b>CAMPUS &amp; COMMUNITY INVOLVEMENT</b>	<b>TREASURER</b> <i>Future Young Professionals – University of Dubuque Chapter</i> <b>AUDITOR</b> <i>Audit Team, University of Dubuque</i> <b>TAX PREPARER</b> <i>Free Income Tax Preparation, University of Dubuque</i> <b>PROJECT LEADER</b> <i>Students in the Free Enterprise</i>	<i>Fall 20XX–Present</i> <i>Fall 20XX–Spring 20XX</i> <i>Fall 20XX–Spring 20XX</i> <i>Fall 20XX–Spring 20XX</i>
<b>HONORS &amp; SCHOLARSHIPS</b>	<b>First Generation Scholarship</b> ( <i>January 20XX</i> ) <b>Alpha-Chi National Honors Society</b> ( <i>May 20XX</i> )	
<b>SKILLS &amp; TRAINING</b>	<b>ACL Auditing Software Training</b> ( <i>University of Dubuque, Auditing Course</i> ) <b>Intercultural Training</b> ( <i>City of Pleasantville, Employee Training</i> ) <b>Skilled in Microsoft Office Suite 2007</b>	