

David C. Citadel

The Citadel: MSC #, 171 Moultrie St., Charleston, SC 29409 (843) 953-0000 name@citadel.edu
Home: 123 Anywhere St., City, ST 12345 (123) 456-7890

- OBJECTIVE:** To obtain a full time position in accounting, finance, or a related profession
- EDUCATION:** *Bachelor of Science in Business Administration (Accounting Concentration)*, Class of 2010
The Citadel/The Military College of South Carolina, Charleston, SC
Cumulative GPA: _____ Major Related GPA: _____
- RELATED COURSES:** Financial Accounting, Managerial Accounting, Intermediate Financial Accounting, Marketing, Business Law, Business Statistics, Auditing, Accounting Information Systems.
- SKILLS:** Time Management Leadership Experience Detail Oriented Hard Working
Sensitivity Training Works Well with a Team Army Leadership Training
Computer: Proficient in using Microsoft Word, Works, Excel, and PowerPoint
- EXPERIENCE:** **Sales Agent at Northwestern Mutual Financial Network, Columbia, SC May 2009-May2010**
- Involved in a summer internship at Northwestern Mutual and was a sales agent that sold all types life and health insurance policies.
 - Passed the South Carolina Life and Health Insurance exam and received my full agent license in Life and Health insurance from Northwestern Mutual.
- Property Manager, Blythewood, SC Summers of 2007 and 2008**
- Managed and did the manual labor for projects on property.
- Blythewood Animal Hospital, Blythewood, SC 2005-2006**
- Responsible for all boarding animals staying at the animal hospital
 - Responsible for the physical welfare and medicating all animals in the hospital
- LEADERSHIP:** **1st Lieutenant in the South Carolina Corps of Cadets, Charleston, SC August 2009-May 2010**
- Held the position of Academic Officer and was in charge of making sure that my fellow cadets in my company were well prepared and doing everything needed in order to succeed academically during the school year.
- Staff Sergeant in the South Carolina Corps of Cadets, Charleston, SC August-October of 2008**
- Responsible for the training of eight new freshman cadets during the Cadre period
 - Ensuring that all of my subordinates stay motivated and receive all necessary amenities
 - Responsible for the accountability, well being and the training status of the new cadets and in teaching the new cadets during the military training period
- Corporal in the South Carolina Corps of Cadets, Charleston, SC January-May of 2008**
- Responsible for roughly eight cadets in my company
 - Responsible for the accountability and well being of those cadets
- HONORS:** **Academic:**
- Recipient of the Life Scholarship
 - Deans List awarded (GPA minimum of 3.2): Fall 2006, Fall 2007, Spring 2005, Fall 2008, Spring 2009
 - Gold Stars awarded (GPA minimum of 3.7): Fall 2008, Spring 2009
- Cadet Military:** Corporal Rank Spring 2008, Staff Sergeant Rank Fall 2008, Sergeant Rank Fall 2008, 1st Lieutenant Rank Fall 2009-Spring 2010, Cadre 2008-2010

References: Available Upon Request

Henry R. Citadel

Citadel: MSC #, 171 Moultrie St., Charleston SC 29409 843.953.0000 name@Citadel.edu
Home: 12345 Anywhere St., City ST 12345 123.456.7890

- OBJECTIVE:** To secure an entry level position
- EDUCATION:** Bachelor of Science, Major: **Business Administration (Accounting Concentration)**
The Citadel, The Military College of South Carolina, May 2010 ___ GPA
- SKILLS:**
- | | | |
|---------------|------------|----------------|
| Finance | Accounting | Analytical |
| Interpersonal | Leadership | Organizational |
| MS Excel | MS Access | MS PowerPoint |
- EXPERIENCE:**
- Finance Intern**, Blue Granite Capital, Charleston SC Spring 2009
- Assisted managers with office duties
 - Analyzed financial data
 - Updated computer information and records
- Travel Teller**, First Federal, Grand Strand & Georgetown SC Summer 2008 & 2009
- Performed teller duties and worked with Financial Services Representatives
 - Marketed products and services to patrons
 - Observed normal daily operation of banks
- Student Delegate**, International Mission of Diplomacy, Australia 2007
- Discussed many worldwide issues with students and citizens of Australia
 - Learned many aspects of Australian life: government, education, and culture
 - Represented students from the United States along with 30 other delegates
- Assistant Manager**, Blockbuster Video, Myrtle Beach SC 2006-2007
- Assisted Store Manager
 - Motivated and supervised employees
 - Responsible for entire store while on shift
- Student Delegate**, National Youth Leadership Forum, Washington DC 2008
- Studied United States government: Defense, Intelligence, and Diplomacy
 - Represented high school students around the country
 - Acted as the Secretary of State in a simulation
- LEADERSHIP:**
- South Carolina Corps of Cadets, The Citadel**, Charleston SC
- Regimental Activities Officer** SY 2009-2010
- Manage and supervise activities for 2000 cadets
 - Initiating a four year protocol and etiquette course for cadets
 - Coordinate Fine Arts Program for cadets and community
- Regimental Recruiting Sergeant** SY 2008-2009
- Manage 40 cadets within the recruiting staff.
 - Supervise all tours given to visitors and prospective cadets
 - Responsible for the safety and well being of all Pre-Knob visits
- HONORS/ACTIVITIES:**
- | | |
|--------------------------|---|
| Gold Stars (3.7+ GPA 4x) | Dean's List (3.2+ GPA 6x) |
| Toastmasters | Beta Gamma Sigma Business Honor Society |
| Newspaper Editor | SCACPA Joe Jackson Scholarship |
| LIFE Scholarship | Yearbook Staff |
| Director of Talent Show | Bulldog/Bullpup Mentor Program |
- INTERESTS:** Investments Travel Sailing SCUBA Golf

References: Available Upon Request

John J. Citadel

The Citadel: MSC 0000, 171 Moultrie St., Charleston, SC 29409 012.345.6789 name@citadel.edu
Home: 123 South Street, City, ST 01234 123.456.7890

- OBJECTIVE:** To obtain a staff accountant position.
- EDUCATION:** Bachelor of Science Degree, Cumulative GPA: ____
Major: **Business Administration (Accounting Concentration)**
The Citadel, The Military College of South Carolina May 2010
- SKILLS AND TRAINING:** Analytical Skills Organizational Skills
MS Excel + PowerPoint Sensitivity Training
Time Management Skills Army Leadership Skills
Graduate of U.S. Army Officer Advanced Training
- EXPERIENCE:** **Accounting Intern**, Pratt, Thomas & Gumb, CPA, City, ST Spring 2010
◆ Conduct tax research on various issues.
◆ Assist in the completion of client tax returns.
◆ Utilize software essential in the firm's conversion to a paperless office.
- Accounting Intern**, Wilson MaCEWEN & Co. CPA, City, ST Summer 2009
◆ Completed client tax returns.
◆ Researched questionable tax issues.
◆ Prepared accounts receivable spreadsheet for numerous clients.
- Assistant Home Inspector**, House Master of City, ST Summer 2008
◆ Responsible for maintaining efficiency in company billing.
◆ Sorted files and stored folders containing client records.
◆ Served as an assistant in the home inspection process.
- HONORS/ ACTIVITIES:** Accounting Club Rod & Gun Club 2002 Summerall Guards
Gold Stars -1 Dean's List - 4 SC Life Scholarship Recipient
- LEADERSHIP:** **Company Human Affairs Officer**, The Citadel Fall 2009 – Spring 2010
◆ Responsible for promoting a social climate of equal opportunity, fair treatment, and awareness of social issues impacting the leadership development of approximately 100 cadets.
◆ Addressed sensitive issues involving sexual or cultural harassment.
◆ Served as an extension of student services by referring cadets with academic, military, physical, or interpersonal problems to the appropriate resource for help.
- Company Squad Sergeant**, The Citadel Fall 2008 – Spring 2009
◆ Accountable for the health, morale, welfare, academic proficiency, military training, safety and discipline of approximately eight cadets within a platoon.
- INTERESTS:** Travel Reading Hiking Backpacking Music

References: Available Upon Request