

Virginia Frese

East Elmhurst, NY 11367 | youremail@email.com | 718-997-4465 | [Linkedin.com/in/virginiafrese](https://www.linkedin.com/in/virginiafrese)

EDUCATION

Queens College of the City University of New York, Queens, NY

Bachelor of Business Administration in Accounting (120 or 150 credits)

Expected: Month Year

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

Semester and year

RELEVANT COURSEWORK (add if no experience list your classes but do not list entry-level classes)

Intermediate Accounting

Cost Accounting

Federal & NY State Tax

Auditing

Financial Statement Analysis

Gov & Not for Profit Acct & Auditing

CLASS PROJECT(S) (add if no relevant experience)

Name of Class

Semester Year

- **STEP 1:** Explain the goal of the project and the role you played or who you worked with
- **STEP 2:** Highlight specific skills/abilities or software you used and the actions you took

EXPERIENCE

Company Name, City, State

Position Title (most recent title with company)

Month Year – Present

- Highlight accomplishments in this space. (e.g. Developed, created, or invented something, or trained 10 employees)
- Start your sentence with an [action verb](#), not a passive one, to show what you have accomplished
- 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)
- Use keywords from the job description that will catch the recruiter's attention (www.Jobhero.com or www.ONETOnline.org)

Company Name, City, State

Position Title

Month Year – Month Year

- 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 a job

LEADERSHIP EXPERIENCE (click on the links to join – do not list the links on your resume)

QC Accounting Club, Member (<https://bit.ly/QCAcctClub>)

Month Year – Present

ALPFA QC Chapter, Member

Month Year – Present

(<https://www.alpfa.org/page/student-membership>) & (<https://bit.ly/ALPFAgroupchat>)

NYS Society of CPAs, Member

Month Year – Present

Institute of Management Accountants (IMA) QC Chapter, Member

Month Year – Present

ISACA Cyber-Security Club at Queens College, Member

Month Year – Present

VOLUNTEER EXPERIENCE

Organization Name, City, State

Position Title

Month Year – Month Year

- Highlight accomplishments in this space
- Start your sentence with an action verb, not a passive one

SKILLS

Computer: software that is relevant to a desired position(s)

Languages: DO NOT list English. List other languages you speak (Basic, Intermediate, Conversant, Fluent)

Interests: (list what you like to do outside of school and work)