**Herky Hawkeye**

(319) 555-5555 – herkyhawkeye@uiowa.edu

1234 Black and Gold Lane, Iowa City, IA 52242

**EDUCATION**

**The University of Iowa**, Iowa City, IA Anticipated May 20XX

Bachelor of Business Administration, Accounting

* GPA: 3.23/4.00
* Software Skills: Adobe, SPSS, Word, PowerPoint, Excel

**ACCOUNTING & FINANCE EXPERIENCE**

**Nonprofit Accounting Analysis Project** August 20XX – January 20XX

Department of Accounting, The University of Iowa, Iowa City, IA

* Partnered with a classmate to develop an accounting system for a local nonprofit firm to help track costs
* Trained 2 current employees to use the developed accounting system
* Produced an accounting system manual to continue the development of the accounting system

**Member, HawkTrade** February 20XX – June 20XX

The University of Iowa, Iowa City, IA

* Participated in club-wide investment competition using virtual funds to invest in real-life stock
* Attended weekly meetings to discuss investment strategies, market news and share stock options

**Auditing Analysis Project** April 20XX – June 20XX

Department of Accounting, The University of Iowa, Iowa City, IA

* Worked efficiently and effectively with group of 5 classmates for Target Distribution Co.
* Developed checklist of auditing items & database system for the company to efficiently account for costs
* Presented project to Target Distribution Executive Board

**ATHLETIC LEADERSHIP EXPERIENCE**

**Team Captain, Varsity Women’s Swimming and Diving Team** August 20XX – Present

The University of Iowa, Iowa City, IA

* Motivated, supported, and led team of 30 Division I athletes
* Planned and implemented Annual Breast Cancer Awareness Swim Meet
* Collaborated with co-captains to develop community service projects to raise awareness and funds
* Awarded a full scholarship covering tuition, fees, room, and board for 4 years

**HONORS & AWARDS**

Academic All-Big 10 for 3 years 20XX – 20XX

Big 10 1st Team All-Conference honors 20XX

University of Iowa Swim & Dive record holder 20XX

**Chair, Iowa Student-Athlete Advisory Committee** August 20XX – Present

**Member** August 20XX – Present

The University of Iowa, Iowa City, IA

* Represented Women’s Swimming and Diving in meetings alongside fellow varsity athletes
* Utilized leadership skills to coordinate on-campus NCAA Diversity Workshop for student-athletes
* Attended Big 10 Conference SAAC workshop in May 20XX

**SERVICE & VOLUNTEER EXPERIENCE**

**Coordinator, ISAAC Bowling Social,** Iowa City, IA April 20XX

* Coordinated planning for an event for student-athletes to connect with one another
* Planned and implemented location reservation, rentals, and agenda
* Recruited 10 student-athletes to participate in the event resulting in more than 5 new member applications

**Fundraiser**, Dance Marathon February 20XX

**Volunteer**, Special Olympics June 20XX