

## **Resume Piece: Work Experience (including Student Ambassador / Mentor)**

Below are samples of how you might consider adding work experience to your resume. You could list this under several category titles, such as “Professional Experience”, “Work Experience”, “Related Experience”.

**Moss Adams**, Portland, OR

Summer 2013

*Summer Accounting Intern*

- Worked on several audit engagements to analyze internal controls and test the accuracy of various sections of the Financial Statements
- Prepared tax returns within the Global fx system, worked with an in-charge to meet budgeted hours, and completed tax projects for Tax Partners

**CBIZ Mayer Hoffman McCann**, Phoenix, AZ

Summer 2013

*Career Academy*

- Enhanced leadership and skill development in a professional environment
- Learned the essential foundation to have a successful career in public accounting

**Student Ambassador:** Office of Undergraduate Programs  
2013-Present (Seasonal)

The W. A. Franke College of Business  
Flagstaff, AZ

- Direct building tours
- Keep up with office activities: e-mail and voicemail
- Assist in office duties and Academic Services duties
- Help with FCB pathways and Discover NAU sessions
- Provide information to current and incoming students as well as visitors to the FCB