

Sally Sample

Springfield, MO • Sample123@gmail.com • (417) 555-5555

EDUCATION

Bachelor of Science in Accounting

Expected Graduation: May 20xx

Missouri State University – Springfield, MO

- GPA: 3.67/4.0
- Candidate for the Uniform CPA Exam

RELEVANT EXPERIENCE

Audit Intern

May 20xx–Present

Accounting Firm LLC – St. Louis, MO

- Identify and communicate audit issues, technical matters and improvement opportunities with senior associates, managers, and partners to resolve client issues
- Engage in day-to-day business activities of the audit department including compiling data, preparing reports for senior partner meeting, and general office duties
- Assist supervisor in conducting audits to verify consistency of financial statements from submitted by 7 company departments

Volunteer Income Tax Assistant (VITA)

January 20xx–May 20xx

Missouri State University - Springfield, MO

- Prepared individual income taxes for low-income families and international students
- Utilized TaxWise software to prepare and electronically file income taxes
- Reviewed the work of fellow volunteers for accuracy

University Ambassador

June 20xx–December 20xx

Office of Admissions, Missouri State University – Springfield, MO

- Led tours of 5-20 prospective students while explaining the University, services available, and program offerings

ACTIVITIES

MSU Accounting Club – Springfield, MO

August 20xx–Present

- Attend all weekly meetings and serve as insightful and active member
- Assist in the planning and implementation of all organization networking events

Beta Alpha Psi – Springfield, MO

October 20xx–Present

Secretary

April 20xx–Present

- Conduct all correspondence including sending regular notification of meeting minutes, events, and chapter meeting dates
- Record, report, and maintain files for meeting minutes, bylaws, roster, and other records

SKILLS

- Microsoft Office Suite
- QuickBooks
- Advanced knowledge of Excel
- Tax preparation software