

SAMPLE ACCOUNTING RESUME

ANDREW C. ACCOUNT

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001 Opportunity Street
Hometown, TN
901.266.0000
goodstudent@aol.com

Education: Birmingham-Southern College, Birmingham, AL
Bachelor of Science in Business Administration May 2004
Major: Accounting GPA: 3.5/4.0
Responsible for 60% of college expenses

Accounting Experience:

Big Company, Birmingham, AL Summer, 2003
Tax Intern

- Prepared corporate income and franchise tax returns and estimated payments
- Researched federal and state tax issues

Hometown CPA, Hometown, TN Dec. 2002 - Jan. 2003
Accounting Intern

- Performed basic accounting tasks, accounts payable, and accounts receivable
- Prepared payroll tax and sales tax returns, recorded checks in accounting software

XYZ Fraternity, Birmingham-Southern College, Birmingham, AL 2001-2002
Treasurer

- Coordinated planning of chapter budget
- Maintained chapter records for income and expenses
- Completed quarterly financial reports

Other Work Experience:

Good Enterprises, Hometown, TN Office Assistant Summer 2001

True Sports, Hometown, TN Sales Summers 2000-2001

- Sales, cash register operation, customer service

Banquet Restaurant, Hometown, TN Hostess 1998-2000

Honors: Birmingham-Southern College Academic Scholarship Dean's List
Beta Alpha Psi: Financial Information Professional Fraternity

College Activities:

XYZ Fraternity: Treasurer, Rush Chair, Intramurals-volleyball, basketball
Student Government Association: Senator, Committee Chair, Student Activities Council

Volunteer Activities:

Habitat for Humanity Save-a-Life
Price Elementary School Birmingham Clean-up

Cultural Experiences:

Traveled in Germany, Switzerland, Austria, England

Computer Skills:

Windows, WordPerfect, Microsoft Office (Excel, Word, Access, Powerpoint),
QuickBooks, Peachtree

References available upon request

Note: For accounting internship interviews, you may want to include RELATED COURSEWORK.