Sample Student

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# Accounting Internship

# Detail-oriented accounting student with educational foundation in financial and managerial accounting, tax preparation, and QuickBooks. Proficient in Microsoft Office Suite. Experienced in customer service and project completion utilizing strong problem-solving, organizational, and communication skills. Committed to accuracy and confidentiality. Bilingual: Spanish and English.

**Education**

Harper College, Palatine, IL

Pursuing Associate in Applied Science, Accounting Expected May 20xx Kappa Beta Delta

G.P.A. 3.85/4.0

# Relevant Coursework and Project

Managerial Accounting Payroll Accounting Macroeconomics Microeconomics QuickBooks I and II Business Law Individual Tax Accounting Cost Accounting Financial Accounting

**Project: “Financial Analysis of XYZ Company” –** Researched profitability of the company and made investment recommendations based on analysis of financial statements.

# Skills

Microsoft Office: Word, Excel, PowerPoint and Access QuickBooks

Fluent in English and Spanish

# Experience

**Assistant Cashier** June 20xx to Present

ABC Chrysler, Jeep and Dodge Ram, Palatine, IL

* Calculate customers’ bills using the dealership’s computer system and strong knowledge of accounting principles
* Receive cash, checks and credit card payments from customers and record on repair and counter ticket efficiently and accurately to ensure customer loyalty
* Record totals of customer tickets and repair orders, sales deposits and balance with cash, check and credit card payments at end of shift
* Verify parts and services invoices to batch posting report and take responsibility to report inventory to team leader
* Answer phones promptly and direct customers to proper department using strong customer service skills

# Activities

Harper College, Palatine, IL

Accounting Club – President / Treasurer August 20xx to Present

Environmental Club – Treasurer March 20xx to Present

* Use leadership skills to create relevant club programs and mentor new club members
* Create annual budgets and present to advisors and Deans using analytical problem-solving skills
* Participate on college-wide team to plan methods to motivate students to engage in activities offered on campus

Palatine Senior Center, Palatine, IL

Volunteer Tax Preparer January 20xx to Present

* Build strong rapport with seniors to facilitate preparation of tax returns
* Actively listen and communicate with seniors to provide support discussing financial concerns