

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]

### **Objective**

Highly motivated and detail-oriented Accounting graduate with a strong foundation in financial principles and tax regulations. Eager to leverage my academic knowledge and internship experience to contribute to a dynamic accounting team.

### **Education**

Bachelor of Science in Accounting  
XYZ University, City, State  
Graduated: Month Year

### **Skills**

- Financial Reporting
- Budgeting and Forecasting
- Taxation
- Excel and QuickBooks
- Auditing
- Analytical Thinking
- Attention to Detail
- Communication Skills

### **Academic Projects**

- Prepared financial statements for a mock business, analyzing income and expenses to assess financial health.
- Conducted budget analysis and variance reporting for a non-profit organization.
- Assisted in tax preparation for individuals and small businesses, ensuring compliance with current tax laws.

### **Internship**

Accounting Intern, ABC Accounting Firm, City, State  
Month Year - Month Year

- Assisted in maintaining financial records and reconciling bank statements.
- Participated in tax preparation for individual clients and small businesses.
- Contributed to financial analysis projects for clients, identifying cost-saving opportunities.

### **Achievements**

- Awarded "Outstanding Academic Performance" for maintaining a GPA above 3.8 throughout the academic journey.
- Recognized as a proactive team player during the internship for completing tasks ahead of schedule.

### **Extracurricular Activities**

- Treasurer, Finance Club, XYZ University.
- Volunteer Income Tax Assistance (VITA) Program.