

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

### **Objective**

Detail-oriented Accounting graduate with practical experience as an Accounting Intern. Seeking an entry-level position to apply my knowledge in financial reporting, taxation, and budgeting to contribute to organizational success.

### **Education**

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

### **Skills**

- Financial Reporting
- Budgeting and Forecasting
- Taxation
- Excel and QuickBooks
- Auditing
- Analytical Thinking
- Communication Skills
- Teamwork

### **Academic Projects**

- Analyzed cost behaviors for a manufacturing company to optimize production expenses.
- Developed a budget for a start-up business, predicting future financial performance.

### **Internship**

Accounting Intern, XYZ Corporation, City, State  
Month Year - Month Year

- Assisted in preparing financial statements and conducting variance analysis.
- Coordinated with the tax department to ensure compliance with local tax regulations.
- Participated in annual audits and identified discrepancies for prompt resolution.

### **Achievements**

- Awarded "Best Intern" for exceptional performance and dedication during the internship.
- Received recognition for outstanding teamwork and collaboration.

### **Extracurricular Activities**

- Treasurer, Accounting Society, XYZ University.
- Volunteered in local community events, promoting financial literacy.