

# Jack Smith

123 Address Rd, Anywhere, USA  
jsmith1@email.com  
(123) 456-7890

## PROFILE

Dedicated accounting student seeking an internship to support CPA accreditation objectives. Completed 32 credit hours of accounting work, including classes in managerial accounting, cost accounting, and audit with a 4.0 GPA. Experience in small business bookkeeping and reporting.

## PROFESSIONAL EXPERIENCE

### Bookkeeper

Small Accounting Corp, Columbus, OH | December 2019 to present

- Enter journal entries corresponding with both revenue and expenses
- Track accounts receivable and accounts payable to support the billing process for general company expenses
- Support monthly close, including closing out accounts, making reconciling entries and running financial statements
- Prepare invoices to send to clients and suppliers
- Work with treasury to manage cash flows and bank account balances

### Administrative Intern

Tax Prep LLC, Columbus, OH | May 2019 - September 2019

- Answered phones, greeted clients at the front door and prepared for client meetings
- Replied to new client emails with information about the firm, including services and pricing schedules
- Organized client information, including receiving, scanning and cataloging tax records
- Supported the tax preparation process, including data entry into tax prep software and organizing client communication regarding return submission and IRS examination
- Offered general administrative support to CPAs, including scanning, faxing, filing and initiating client contact

## EDUCATION

### Bachelor of Science in Accounting

The Ohio State University  
August 2018 to May 2022  
(anticipated)

Relevant coursework includes:

- Accounting and economic principles
- Business law
- Taxation
- Audit and assurance
- Cost and managerial accounting

## KEY SKILLS

- Attention to detail
- Experience with accounting software, including QuickBooks and ProSeries
- Expert Microsoft Excel skills
- Foundation in the principles of accounting
- Knowledge of financial statements