

**Accounting Student Sample Resume**  
201 South 1460 East · Salt Lake City · Utah · 84112 · 801-581-6186  
studentemail@hotmail.com

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**OBJECTIVE**

Position as audit intern with KPMG in Salt Lake City, Las Vegas, or Seattle.

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**EDUCATION**

University of Utah, David Eccles School of Business	Salt Lake City, Utah
<b>Bachelor of Science in Accounting</b>	December 2009
<b>Bachelor of Science in Information Systems</b>	GPA 3.4

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**EMPLOYMENT HISTORY**

ABC Credit Union	Salt Lake City, Utah
<b>Audit Intern</b>	December 2007 – present
<ul style="list-style-type: none"><li>- Create 12 audit reports, which included: management letter, internal control recommendations, financial ratios and loan file review exceptions</li><li>- Prepare 9 engagement letters including contract of agreed upon procedures and document requests</li><li>- Organize and bound work papers prior to and at the conclusion of audits</li></ul>	
ACME Financial Services	Salt Lake City, Utah
<b>Customer Account Representative</b>	July 2007 – present
<ul style="list-style-type: none"><li>- Process disputes of payments and charges on accounts</li><li>- Educate customers by explaining debits and credits to their account and increase customer knowledge and company satisfaction by these efforts</li><li>- Retain customers wishing to discontinue service by determining and fulfilling individual customer needs</li></ul>	
<b>Accounts Payable Clerk</b>	May 2006 – December 2006
<ul style="list-style-type: none"><li>- Implemented a new software program which substantially increased department productivity while reducing errors by 15%</li><li>- Ensured customers felt valued by delivering excellent customer service on a consistent basis</li></ul>	

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**LEADERSHIP EXPERIENCE**

Beta Alpha Psi, University of Utah Chapter	Salt Lake City, Utah
<b>Member</b>	September 2006 – present
<ul style="list-style-type: none"><li>- Participate in the Volunteer Income Tax Assistance program, benefiting low income individuals, for the 2007 tax season</li><li>- Provide weekly tutoring session for students needing assistance with accounting courses</li></ul>	
Volunteer Service Organization	Hamburg, Germany
<b>Volunteer Representative</b>	April 2004 – May 2005
<ul style="list-style-type: none"><li>- Trained 3 new volunteer representatives in language, culture, and presentation procedures</li><li>- Prepared and delivered weekly presentations on presentation skills, organizational strength, goal setting, team building, motivation, and managing cultural differences</li></ul>	

- Implemented new recruitment strategies resulting in a 80% increase in recruits from previous year