

**EDUCATION**

Bachelor of Science in Accounting

The Ohio State University, August 20XX to May 20XX (anticipated)

Relevant coursework includes:

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

**PROFILE SUMMARY**

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.

**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

**CONTACT INFORMATION**

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JACK **SMITH**
Internship Resume

**EXPERIENCE**

**Bookkeeper, Small Accounting Corp, Columbus, OH, December 20XX 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