

Toolkit: Accounting

Resume Sample

LU Rambler Name

Chicago, IL | lurambler@luc.edu | 312-555-5555 | [linkedin.com/lurambler](https://www.linkedin.com/in/lurambler)

Hardworking and detail-oriented accounting major. Enjoy financial reporting, data analysis, and delivering solutions to problems. Excellent written and oral communication skills. Self-starter who grasps concepts easily and quickly. Skilled at collaborating with team members to deliver exceptional results.

CORE COMPETENCIES & SKILLS

Financial Reporting | Data Analysis | Customer Service | Project Management | Attention to Detail
Problem Solving | Team Player | Microsoft Excel | QuickBooks

EDUCATION

Loyola University Chicago, Quinlan School of Business
Bachelor of Business Administration, Accounting
Recipient of Presidential Academic Scholarship

Expected Graduation: May 2024
GPA: 3.5/4.0

Relevant Coursework: Financial Accounting, Accounting Information Systems, Managerial Accounting, Tax, Auditing, Business Information Systems, Finance, Economics, and Statistics

EXPERIENTIAL LEARNING

Team Member – Auditing & Internal Control Systems Class Project

September 2022 – Present

- Collaborate with 3 other team members to create an audit program, test transactions, and analyze results in order to present a final audit report to the class
- Identify common challenges within audit programs and define top solutions in order to ensure a smooth and efficient process for future clients

WORK EXPERIENCE

Accounting & Administrative Intern – ABC Corporation, Chicago, IL

June 2022 – August 2022

- Assisted with processing accounts payable and accounts receivable and kept client books up-to-date
- Reviewed payments, invoices, and bank statements, and entered data into QuickBooks to maintain accurate and up-to-date financial information
- Communicated with managers about project requirements and provided regular status updates

Front Desk Assistant – Loyola University Chicago, Chicago, IL

May 2021 – May 2022

- Assisted with processing accounts payable and accounts receivable and kept client books up-to-date
- Reviewed payments, invoices, and bank statements, and entered data into QuickBooks to maintain accurate and up-to-date financial information
- Communicated with managers about project requirements and provided regular status updates

EXTRACURRICULAR ACTIVITIES

Member – Beta Alpha Psi Honor Society – Loyola University Chicago

September 2021 – Present

Pro Tips

- Best Fonts:
Georgia,
Garamond,
Ariel, Helvetica,
Calibri
- Your physical address is no longer needed, city and state are sufficient
- Avoid using first person pronouns
- Send as a PDF unless requested in another format saved "Your Name - Resume - Month Year"
- One page is considered appropriate for college students and recent graduates



Toolkit: Accounting

Sample Interview Questions

- Tell me about yourself.
- Why are you interested in working for our company?
- Share how your top three strengths align with this work.
- Tell me a time when you did not meet a deadline. How did you resolve the situation?
- What software programs, databases, or other technology do you have experience with?
- Please share a time when you had to make a difficult decision. How did you analyze the problem and what was the outcome?
- Why should we hire you?
- Please provide examples of accounting reports you have prepared.
- What is your favorite financial statement and why?
- Please share a time when you had a conflict with a supervisor or peer. Take us through the scenario and how did you resolve the situation?
- Why do you like accounting?
- Please share about your experience with diversity, equity, and inclusion as well as your commitment to anti-racism efforts in a team setting.
- Take me through your resume.
- Share a time when you demonstrated leadership. How did you add value to those around you?
- Why choose audit over tax? Or why choose tax over audit?
- What are your short and long-term career goals?
- What documents are required before verifying invoice?

Professional Associations and Resources

- American Bar Association-Tax Section
- American Institute of CPAs
- American Taxation Association
- Association of Certified Fraud Examiners
- Association of Latino Professionals in Finance and Accounting
- Beta Alpha Psi
- Financial Accounting Standards Board
- Financial Executives International
- Government Accounting Standards Board
- Illinois CPA Society
- Institute of Internal Auditors
- Institute of Management Accountants
- Internal Revenue Service
- International Federation of Accountants
- Securities and Exchange Commission
- National Association of State Boards of Accountancy (NASBA)
- Association of Chartered Certified Accountants (ACCA)
- Beta Alpha Psi (BAP)

Skills

- Accounts Receivable and Payable
- Index/Match Pivot Tables
- Financial Statements
- Audit
- Project Management
- Client Management
- Risk Management
- Accounting Applications
- QuickBooks
- State and Federal Taxed Profit Sharing
- Payroll Accounting
- Sales and Financial Forecasting
- Tax Return Preparation (S-Corps, Corporation Partnerships)
- SAP
- Oracle
- Quarterly Reports
- Database Modeling

