

# ACCOUNTING RESUME SAMPLE

## FIRST LAST

123 Cougar Drive ♦ Edwardsville, IL 62025 ♦ e-id@siue.edu ♦ 618.555.1234

### EDUCATION

Southern Illinois University Edwardsville (SIUE)  
Bachelor of Science in Accountancy  
Eligible for CPA Exam: May 2019

Edwardsville, IL  
Expected Graduation: December 2020  
GPA: 3.75

Lincoln Land Community College  
Associate of Science (GPA: 3.72)

Springfield, IL  
May 2018

### RELEVANT COURSEWORK

Managerial Accounting      Financial Accounting  
Cost Accounting      Intermediate Accounting Theory and Practice I

### PROFESSIONAL EXPERIENCE

Southern Illinois University Edwardsville  
IRS-Certified Tax Preparer

Edwardsville, IL  
February 2019 – Present

- Prepare basic e-file income tax returns to qualified individuals free of charge through the Volunteer Income Tax Assistance (VITA) program

Southern Illinois University Edwardsville  
Accounting Clerk

Edwardsville, IL  
September 2018 – Present

- Reconcile accounting records with monthly AIS reports
- Accurately document and file invoices on departmental Excel spreadsheets

### CAMPUS INVOLVEMENT

SIUE Accounting Club, Treasurer  
Organization of Minority Business Students (OMBUS), Member

### SKILLS

QuickBooks  
Microsoft Office (Word, Excel, PowerPoint, Outlook)

### HONORS AND AWARDS

Dean's List  
Cougar Pride Scholarship  
Theodore Kida Memorial Scholarship

### WORK EXPERIENCE

Subway  
Shift Supervisor

Springfield, IL  
March 2016 – August 2018

- Promoted to Shift Supervisor after demonstrating leadership abilities as Sandwich Artist
- Managed 3-4 employees during each shift and gave feedback to increase efficiency
- Followed food and sanitation guidelines and procedures
- Created shift schedules based on employee availability
- Processed individual orders as well as group catering requests

### CAREER DEVELOPMENT CENTER

0281 Student Success Center | 618.650.3708 | Fax: 618.650.3656  
careerdevelopment@siue.edu | [www.siue.edu/cdc](http://www.siue.edu/cdc)