

# ACCOUNTING STUDENT

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Middletown, PA 17057  
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## OBJECTIVE:

An entry level accounting position using my skills and education

## EDUCATION:

Pennsylvania State University – Harrisburg Campus, Middletown, PA  
Bachelor of Science, Accounting, expected Dec. 20XX

## SKILLS:

MS Office: Word, Excel, Access, Power Point	Knowledge of financial reporting requirements
QuickBooks accounting software	Completion of personal tax returns
Strong interpersonal and customer service	Auditing procedures, Basic accounting principles

## RELATED WORK EXPERIENCE:

**Government Intern**, March 20XX to Present

*Public School Employees Retirement System*, Harrisburg, PA

- Calculated and processed retirement estimates
- Calculated account adjustments
- Processed GASB reports for requesting school districts
- Worked with school districts to correct years of service in accounts
- Conveyed information to both internal and external customers

**Seasonal Tax Associate**, January to April 20XX

*H&R Block*, Middletown, PA

- Calculated personal income tax returns
- Interviewed clients to determine filing information
- Used multiple sources for tax research
- 40+ hours of training courses taken

**Customer Service Representative**, June 19XX to April 20XX

*GemCo Home Improvement Products*, Tunkhannock, PA

- Advised customers with the selection of home improvement products and tools
- Scheduled appointments for deliveries for customers and suppliers
- Calculated and processed estimates for window and door customers
- Performed data entry to monitor inventory

## ACTIVITIES

Accounting Club, 20XX-20XX

Lion Ambassadors, campus service organization, 20XX-20XX

**REFERENCES AND TRANSCRIPTS  
AVAILABLE UPON REQUEST**