

YOUR NAME

TITLE/STATUS (e.g., Accounting Student | CPA Candidate)

[Email Address] [Phone Number] [LinkedIn Profile] (optional)[City, State, Zip]

SUMMARY

Motivated accounting student/CPA candidate with a strong foundation in financial accounting, auditing, and taxation. Skilled in analyzing financial data, solving problems, and communicating complex concept. Eager to apply analytical skills, and a commitment to accuracy in a professional accounting role.

EDUCATION

Name of Degree
[University Name], [City, State]

Graduation: [Month Year]

- Relevant coursework: Financial Accounting, Auditing, Taxation, Accounting Information Systems
- GPA: [Insert GPA if 3.0+]

WORK EXPERIENCE

[Job Title or Internship]
[Company Name], [City, State] —

[Month Year–Month Year]

- Assisted with financial reporting and data entry for monthly close.
- Prepared tax documents and helped with compliance audits.
- Collaborated with senior accountants on reconciliations and journal entries.
- Gained exposure to accounting software such as [Software Names].

WORK EXPERIENCE

[Job Title or Internship]
[Company Name], [City, State]

[Month Year–Month Year]

- List experience detail here
- List experience detail here

KEY SKILLS

- Office Suite software
 - Proficient in Microsoft Excel, QuickBooks
 - Organizational and time-management skills
 - Analytical thinking
- Problem solving
 - Strong understanding of GAAP and tax regulations
 - Effective written and verbal communication
 - Fluent in English and Mandarin

VOLUNTEER EXPERIENCE

Treasurer
[University Name, Society/Club Name]

Jan 2025–Sept 2025

Committee Member
OSCPA Young Persons Committee

Jan 2024–Present

REFERENCES

Available upon request