

SAMPLE RESUME

ANGELA ACCOUNTING

Philadelphia, PA |name@student.lasalle.edu | 123.456.7890| Linkedin Link

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Science in Business Administration

Expected May 20XX

Major: **Accounting**

- **GPA:** 3.86/4.00

University of Strathclyde, Glasgow, Scotland

Study Abroad Program

January 20XX-May 20XX

Awards & Achievements: Dean's List, University Honors Program, Shark Tank Simulation Winner,
20XX Sales Competition Winner

Relevant Coursework: Financial Accounting, Computer Applications for Business, Intermediate I + II, Audit, Cost

RELEVANT EXPERIENCE

Grant Thornton, Philadelphia, PA

Audit & Assurance Intern

June 20XX-August 20XX

- Assisted with audit engagements by performing substantive testing, including sales reconciliations and interim analytics, and preparing detailed workpapers to support audit conclusions and client deliverables
- Learned and applied Grant Thornton audit methodology and LEAP software through client engagements and shadowing opportunities

1 Trick Pony, Haddonfield, NJ

Creative Accounts Intern

June 20XX-August 20XX

- Conducted comprehensive market research across multiple industries to inform client branding, and campaign strategies, including competitor analysis for Morey's Piers and social media trends for Murray's Bagels
- Supported basic accounting and budget tracking tasks to help manage expenses and vendor payments
- Shadowed Creative Director during campaign shoot, gaining insight into on-set production and client communication

LyTa Best Transit, Philadelphia, PA

Accounts Payable Intern

February 20XX-May 20XX

- Reconciled bank and vendor statements, processed and verified payments in QuickBooks, and coordinated payroll activities with contractors to maintain accurate financial records and ensure timely payments

WORK EXPERIENCE

Agnes Cafe, Ventnor City, NJ

Server

May 20XX-August

20XX

- Ensure guests feel welcome in the restaurant by serving customers in an accommodating manner
- Work as part of a team to streamline patron traffic in a fast-paced restaurant
- Communicate clearly to kitchen staff regarding special orders and requests

LEADERSHIP & ACTIVITIES

La Salle University Business Co-op Program, *Member*

August 20XX-Present

- Actively participate in the highly selective signature School of Business program, engaging in structured academic and professional work terms to gain practical experience
- Demonstrate strong leadership skills through a committed and engaged involvement in extracurricular activities both on and off campus

SKILLS

Computer: MS Excel, Word, PowerPoint, Canva Adobe Photoshop, Illustrator, and Animate