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| John Doe | | |
| Summary  Detail-oriented and motivated recent graduate with a Bachelor's degree in Accounting. Seeking to leverage strong analytical skills and foundational knowledge in finance to contribute to a dynamic accounting team.  Work Experience  **Accounting Intern Jan 2023 – Present**  ABC Corporation Anytown, CA   * Assisted in preparing monthly financial statements and reports. * Supported the accounts payable process, ensuring timely invoice processing.   **Bookkeeping Assistant Jun 2022 – Dec 2022**  XYZ Firm Anytown, CA   * Maintained accurate financial records for small business clients. * Reconciled bank statements and assisted in payroll processing.   Education Bachelor of Science: Accounting Jan 2022 *State University**Anytown, CA* | Contact  (123) 456-7890  john.doe@example.com  Anytown, CA 12345  Skills  Financial Reporting  Data Analysis  Excel  QuickBooks  Accounts Payable  Accounts Receivable  Budgeting  Tax Preparation  Attention to Detail  Problem Solving |