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| Jane Doe | | |
| Summary  Detail-oriented and motivated recent graduate with a foundational understanding of bookkeeping principles. Strong numerical skills and a desire to contribute to a team-oriented environment.  Work Experience  **Accounting Intern Jan 2023 – Present**  XYZ Corp Anytown, CA   * Assisted in the preparation of financial statements and reports. * Performed data entry for accounts payable and receivable, ensuring accuracy.   **Cashier Jun 2021 – Dec 2022**  Local Grocery Store Anytown, CA   * Managed cash transactions and maintained accurate cash drawers. * Provided excellent customer service, enhancing customer satisfaction.   Education Bachelor of Science: Accounting May 2023 *Anytown University**Anytown, CA* | Contact  (123) 456-7890  jane.doe@example.com  Anytown, CA 90210  Skills  Basic Accounting  Data Entry  Accounts Payable  Accounts Receivable  Bank Reconciliation  Excel  QuickBooks  Financial Reporting  Attention to Detail  Time Management |