**Sample Resume for an Entry Level Accountant – No Prior Experience**

**Cameron Diaz**

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(020) 999-9999, Email

**OBJECTIVE:**Seeking a position as an Accountant with Core Technologies utilizing knowledge of general accounting procedures in order to assist the office with its periodic accounting processes.

**EDUCATION**  
**Sioux Accounts College – Sioux City, IA** – 2015  
Associate of Science in Accounting  
GPA: 3.5

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| **Relevant Coursework** |  |
| • Accounting Foundations | • Business Taxation and Compliance |
| • Principles of Economics | • Business Statistics |
| • Cost Accounting | • Financial Accounting |
| • Accounting Information Systems | • Commercial Law |

**MAJOR STRENGTHS**  
• Good knowledge of coordinating, monitoring and participating in monthly accounting procedures  
• Strong know-how of organizing the preparation of periodic financial reports  
• In depth knowledge of preparing reconciliation of outstanding payments  
• Well versed in issuing purchase orders and managing verification procedures

**TECHNICAL SKILLS**  
• Proficient in Microsoft Office (Excel, Word, PowerPoint and Outlook)  
• In depth knowledge of automated accounting systems including ERP  
• Excellent mathematical skills  
• Capable of analyzing trends and variances

**INTERNSHIP EXPERIENCE**

**Parker and Parker**– Sioux City, IA | Summer 2012  
**Accounting Intern**

• Assisted in day by day accounting tasks: entered A/P and A/R, processed payments, organized client billing folders, procedure documentation  
• Performed general office duties: filing, scanning, mail processing and data entry  
• Provided support for the annual audit  
• Assisted Accounting Manager with different projects  
• Reconciled bank statements and ledger accounts  
• Assisted with daily cash balancing  
• Updated management reports

**ADDITIONAL CAPABILITIES**  
• Excellent communication and organizational skills  
• Able to work in a high volume environment  
• Physically dexterous  
• Strong interpersonal and multitasking skills  
• Knowledge of liabilities and payment obligations