

# TAX R. AUDIT

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## EDUCATION

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University of Idaho | Moscow, ID

Master of Accountancy

Expected May 20xx

Bachelor of Science Business, Accounting Major (Major GPA: 3.8/Overall: 3.3)

August 20xx

Minor: Psychology

Study Abroad: University of London - London, England

Summer 20xx

## WORK EXPERIENCE

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Deloitte | **Audit Intern**, Rochester, NY

Summer 20xx-20xx

- Participated in external and internal projects with a team of auditors
- Determined and verified internal controls, operational efficiencies, and compliance with corporate policies and federal regulations
- Built cash flow models and trend analyses in Excel
- Trained on due diligence, cost accounting, integrated audits, asset quality, actuarial reviews, mergers and acquisitions, and tax services
- Reviewed prior period audit papers and reports
- Assisted with safety and performance audits to verify effectiveness of quality management systems

Starbucks | **Shift Supervisor**, Walla Walla, WA

Summers 20xx-20xx

- Balanced receipts for up to 6 co-workers; deposited cash daily
- Trained and supervised 10 new employees on financial policies and procedures
- Coached employees on customer service expectations

Old Navy | **Sales Associate**, Walla Walla, WA and Moscow, ID

June 20xx-December 20xx

- Exceeded sales goals regularly by 10%
- Provided knowledgeable and friendly customer service

## LEADERSHIP AND SERVICE

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Beta Alpha Psi | **Member**, University of Idaho, Moscow, ID

August 20xx-Present

VITA | **Tax Preparation Volunteer**, Moscow, ID

April 20xx

- Educated clients on federal filing processes and state income tax documents

Delta Gamma | **Treasurer**, Moscow, ID

September 20xx-May 20xx

- Conducted billing and recorded collections for 100+ members
- Managed a \$750,000 budget with other chapter officers

Student Accounting Lab | **Tutor**, University of Idaho, Moscow, ID

Summer 20xx, Spring 20xx

- Assisted undergraduates in principles of financial and managerial accounting

## TECHNICAL SKILLS

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- Proficient in QuickBooks, SPSS, and Microsoft Office
- Experience with FRED database and Audit Analytics

## HONORS AND AWARDS

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Idaho Pitch Competition, 1<sup>st</sup> Place – “Palouse Spiral Designs” Team Project (\$750 prize)

April 20xx

Community Service Award, Moscow Chamber of Commerce

May 20xx

## Tips from Accounting Firms

### General Advice

1. Career/Firm Fairs
  - a. Talk to recruiters, even if they are not advertising for accounting majors.
  - b. These events or interviews may include a social which is highly encouraged! Wear business/smart casual. Consider avoiding alcohol or use personal discretion.
2. Meet and talk with professors and advisors!
  - a. Recruiters talk with college faculty and staff, make sure you are known so they can put in a good word to recruiters.
3. Some CPA firms take Information Systems and Finance majors with no accounting degree.
4. Even if you want to do audit, get involved with VITA (volunteers who help prepare taxes every spring) and go for both basic and intermediate certifications.

### Resumes

5. Go to Career Services to have your resume reviewed.
6. List your degree accurately! Definitely highlight double-majors.  
Bachelor of Science Business, Accounting Major  
Bachelor of Science Business, Finance Major
7. For accounting recruiters, one to two misspellings and you're out of consideration.
8. One page only.
9. If running out of room, leave off Microsoft Office info, except in descriptions of experiences.
10. No objective necessary for entry-level jobs, but okay on internship resume as long as it is specific to the firm or company.
11. Skills section not required, but describe what you've used in your experience section.
12. Always put GPA (required with this major); okay to put cumulative and major-specific.
13. Recruiters suggest using bullets for quick, easy reads.
14. Pay attention to tense; present for current experience, past for previous. Be consistent throughout.
15. Use the language of your profession: *recorded accounting transactions and journal entries; assisted clients in understanding the process.*
16. If you've passed part(s) of the CPA exam, list it or them.

### What Employers Are Looking For

17. Employers are looking for leadership, supervision, customer service (able to work with people and to bring in clients), professionalism, accounting, written and verbal communication skills, critical thinking, ethical thinking, work ethic, decision making, teamwork, being well rounded.
18. Include a Volunteer Experience or Leadership section with experiences like Greek and residence life leadership (list the positions you've held), student organizations, or tutoring (see example on reverse side). Accounting firms especially like tutoring because it implies that you know the material well.
19. Include an Awards and Accomplishments section. CPA employers want to see that you're well rounded. List your scholarships.
20. If you are a member or candidate of Beta Alpha Psi, list on your resume. You will likely be asked about your involvement in an interview.