

**Nita Job**  
**1234 UNT Drive**  
**Denton, Texas 75092**  
**(123) 456-7891**  
**NitaJob@my.unt.edu**

**Objective:** Seeking an internship for summer 2016 with a focus in financial accounting at Texas Instruments.

**Summary of Qualifications**

- Proficient in Microsoft Office, Excel Certified (Fall 2015)
- Knowledge and experience with GAAP, journalizing, and financial reporting
- Over 3 years of leadership experience through student organization
- Bilingual, Fluent in Spanish, Conversational in French

**Education**

**Bachelor of Business Administration**  
Major: Accounting  
University of North Texas

**Expected Graduation: May 2016**  
ACCT GPA: 4.0, Overall GPA: 3.8  
Denton, Texas

**Recognized:** GPA scholarships, President's List -Fall 2014, Dean's List-Spring 2015

**Relevant Coursework:** Intermediate Accounting, Accounting Systems, Cost Accounting, Professional Development, Finance, Statistics, Business Foundations.

**Associate of Science**  
Major: Business Administration  
Grayson County College

**Graduated: May 2012**  
GPA: 3.8  
Denison, Texas

**Recognized:** GPA scholarships, Dean's List-Fall 2010 & Spring 2011, President's List-Fall 2011 & Spring 2012.

**Employment**

**XYZ Company**

**1/2010 – Present**

**Administrative Assistant and Collector**

**Frisco, Texas**

- Assist with preparing financial reports by collecting, analyzing and summarizing account information.
- Sent 300+ monthly and quarterly invoices to 25 clients
- Customer Service: in-bound and out-bound customer calls

**XYZ Community College**  
**Student Tutor – Accounting,**

**8/2011-5/2012**  
**Denison, Texas**

- Tutored one-on-one appointments with students in accounting courses
- Advised up to 15 students weekly regarding assignments and homework
- Developed study plans and specialized tutoring to improve study habits

**Community Involvement**

Volunteer, YMCA Dallas

2015- Present

Coach, Soccer Tots, (age 3-4)

2014-2015

Volunteer, Warrior to Work Program

2012-2015