**Jane Doe**

JaneDoe@my.unt.edu

Denton, TX

(123) 456-7891

www.linkedin.com/in/janedoe

**Objective:**

Seeking a tax internship with Whitley Penn for Spring 2025 in Dallas/Fort Worth area.

**Education:**

**University of North Texas (UNT), Denton, TX MS Expected Graduation: May 2026**

Bachelor/Master of Science in Accounting BS Expected Graduation: December 2024

* ACCT GPA: 3.5, Overall GPA: 3.3
* Concentration in Tax and Data Analytics
* CPA Eligible Fall 2025

**Employment:**

 **Sales Associate, Best Buy, Denton, TX June 2022-Present**

* Learned over 50 current and upcoming merchandise, including detailed specifications, to recommend products to customers by matching needs with supply.
* Proactively seek customers to provide support as needed while making sure products were well-displayed and helping other departments that were understaffed.
* Trained over 20 new employees in responsibilities, products, and customer service best practices.

 **Tax Intern, XYZ, LLC, Dallas, TX January 2023-May 2023**

* Prepared over 30 tax returns for individuals, S corps, and partnerships through careful and detailed review of income and application of related tax laws.
* Researched international laws and currency fluctuations to support tax consulting projects.
* Reviewed documentation to analyze compliance with federal and international tax laws.

 **Student Assistant, UNT College of Arts and Sciences, Denton, TX January 2022-December 2022**

* Managed daily deposits and reconciled asset accounts for the college using Excel spreadsheets to ensure accounts accurately reflected the funding available.
* Recorded 5-10 daily journal entries of purchases in SAP to reflect an accurate accounts payable.
* Conducted a variance analysis on each expense account to identify any areas of concern where spending was significantly higher than anticipated.

**Activities:**

**Vice President, UNT Beta Alpha Psi September 2023-Present**

* Recruit companies to present at weekly meetings by identifying firms of interest and finding contact information/mutual contact to request mentorship and organize meeting details.
* Arrange weekly meetings for over 80 student members through effective communication and time management to secure space and food and encourage participation.

**Student Director, UNT Professional Leadership Program January 2023-Present**

* Plan six volunteer events annually such as supporting Habitat for Humanity by consolidating ideas, reaching out to organizations, coordinating logistics, and promoting to members.

**Additional:**

* UNT Emerald Eagle Scholar February 2021-Present
* United Way Volunteer, 200+ hrs. January 2019-Present
* MOS Excel Expert March 2023