

ACCOUNTING GRADUATE CV

BY CV GENIUS

WORK EXPERIENCE

Volunteer Finance Assistant

March 20XX–present | DARLINGTON COMMUNITY TRUST, Darlington

- Manage accounts payable and receivable, enhancing invoice processing efficiency
- Support monthly financial reconciliations, ensuring accuracy and compliance with financial standards
- Prepare 7+ management reports and financial statements monthly

Work Placement (Finance Department)

July 20XX | DARLINGTON BOROUGH COUNCIL, Darlington

- Supported financial transactions and document processing during a two-week intensive placement
- Assisted in budgeting and forecasting activities, providing data input and analysis
- Participated in 12 cross-functional meetings to understand financial reporting processes

EDUCATION

BSc (Hons) Finance

University of Leeds

20XX–20XX

- Achieved first-class honours
- Units included Advanced Financial Accounting, Management Accounting, and Financial Analysis

King William IV Grammar School, Bury St Edmunds

A-Levels: English (A), Business Studies (B), Maths (C)


GCSEs: 10 Grades 9–4, including English, Maths, and ICT

20XX–20XX


HOBBIES & INTERESTS

- Travelling
- Participating in team sports
- Exercising

CONTACT

 07123 456 789

 youremail@email.com

 17 Haughton Lane,
Darlington, DL99 9ZZ

PERSONAL STATEMENT

Dedicated and detail-oriented accounting graduate with a BSc (Hons) Finance from the University of Leeds. Possess practical experience in transactional finance and financial reporting through academic projects and work placements. Highly skilled in data analysis, Excel, and financial reconciliation. Seeking to leverage accounting knowledge and enthusiasm for financial improvement processes to contribute effectively to a dynamic finance team.

KEY SKILLS

- Financial reporting
- Budgeting
- Forecasting
- Financial analysis
- Excel proficiency
- Accounts reconciliation
- Data analysis
- Document processing
- Account management

Dear Reader,

Our goal at CV Genius is to provide you with the resources you need to get the job you want, and having a professional-looking CV is an essential part of that mission.

That's why each one of our CV templates is carefully created to make your application look polished and easy to read. Additionally, our templates are designed to help your CV get past the Applicant Tracking System software that many large employers use to scan through applicants.

However, writing an impressive CV isn't only about the template you use. Make sure your CV also highlights your qualifications, skills, and experience by using our free resources and reading our articles written by certified career coaches:

- [How to write a CV](#)
- [CV layout](#)
- [CV examples by industry](#)
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After you've finished writing your CV, download a matching [cover letter template](#) and write a cover letter tailored to the position you're applying for to give your job application an extra boost.

Here are some of our most helpful [cover letter resources](#) to help you accomplish that:

- [Cover letter builder](#)
- [Cover letter examples](#)
- [How to write a cover letter](#)
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Best regards,

The CV Genius Team