

SAMUEL SAMPLE

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Rochester, NY 14623

585-555-1212

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Objective:

To obtain an internship with an accounting firm while completing degree in accounting

Profile:

- Neat, professional appearance, positive attitude
- Excellent organizational skills, detail oriented
- Strong analytical and time management skills
- Excellent written, verbal and interpersonal skills
- Computer literate: Microsoft Word, Excel and Access

Education:

Associate in Applied Science, Accounting

Expected date of graduation May 2005

Monroe Community College, Rochester, NY

GPA: 3.6

Honors:

Member, Deans List, Monroe Community College, Fall 2003-present

Member, Accounting and Business Club, Monroe Community College, 2003-Present

Relevant Coursework:

Accounting Principles I & II

Auditing

Professional Communications

Intermediate Accounting I & II

Cost Accounting

Payroll Accounting

Business Law I & II

Tax Procedures

Introduction to Business

Related Experience:

Teller, HSBC, Rochester, NY, 2003-2004

- Processed customer transactions including withdrawals, deposits and opening accounts
- Operated and balanced cash drawer and balance transactions and cash on daily basis
- Performed various clerical duties including typing, filing and answering telephone

Customer Service / Cashier, Wegmans, Rochester, NY, 2002-2003

- Greeted and assisted customers with transactions at customer service desk
- Cashed out customers and balanced register drawer

References Available Upon Request