

**Jennifer Example**  
**1234 Resume Boulevard**  
**Rochester, NY 14620**  
**585-555-1212**  
**email@address.com**

---

---

**Objective:**

To obtain a position as an Accounting Clerk in a major financial corporation

---

---

**Education:**

**Associate in Applied Science, Accounting, May 2005**

Monroe Community College, Rochester, NY

**Relevant Courses:**

Accounting Principles I & II

Cost Accounting

Professional Communications

Intermediate Accounting I & II

Tax Procedures

Practical Computer Literacy

Business Law I & II

Auditing

Spanish I

---

---

**Related Experience:**

**Teller, First National Bank of Rochester, Rochester, NY, May 1999-Present**

- Responsible for handling customer transactions including withdrawals/deposits, etc.
- Balance cash drawer on a daily basis, balance vault
- Communicate well and consistently provide excellent customer/banking services

**Payroll Clerk, Paychex, Rochester, NY, Summer 2001**

- Processed bi-weekly payroll run for employees
- Developed procedures for payroll taxes, reconciled payroll general ledger accounts
- Coordinated accounting payroll with human resources payroll
- Printed W2 forms, calculated taxes manually
- Paid 5 different payroll taxes and dealt with many IRS tax issues and penalties
- Attended IRS workshop/seminar and Payroll Legal Issues seminar

**Accounts Clerk, Paychex, Rochester, NY, Summer 2000**

- Reconciled 10 to 20 bank account statements monthly
- Entered data into accounting software system, assembled A/P checks
- Created spreadsheets for the CFO

**Cashier, Wegman's, Henrietta, NY, September 1996-May 1999**

- Assisted customers with transactions in the video department/customer service desk
  - Greeted customer and ensured customer satisfaction
- 
- 

**Additional Activities:**

Member, Accounting and Business Club, Monroe Community College, 2002-Present

Captain, Volleyball Team, Monroe Community College, 2001-2002

---

---

**References:**

Available upon request