**Client E. Name (333) 555-5555 or (324) 888-1111**

**3213 Resume Lane - City, ST 45678-3537 emailaddress@ofclient.com**

**CAREER OBJECTIVE**

Solutions oriented professional eager to apply recently completed accounting degree towards launching a successful career with an organization that will capitalize on accounting, tax return preparation, administrative, leadership, and IT talents while offering opportunities for ongoing professional growth in exchange for a solid work ethic, integrity, and commitment to superior performance.

**EDUCATION**

Name State University - City, ST

**B.S., Accounting**, 2003

*GPA: 3.4*

Name University - City, ST

**Advanced Auditing Coursework** to meet State Board CPA examination requirements, 2003

*GPA: 4.0/3 Semester Hours*

*CPA Examination Candidate*, November 2003

H&R Block - Montgomery, ST

**Tax Preparation Course**, 2001

**PROFESSIONAL EXPERIENCE**

**Office Manager**,Company Name - City, ST 1998-Present

* In charge of accounts payable, accounts receivable, invoicing, vendor discounting, expense accounting, bank deposit and reconciliation, inventory and asset account management, and collection activities.
* Successfully reduced outstanding receivables by over 50% through proactive account management and collection practices.
* Significantly enhanced accounting and office operations efficiency, productivity, and quality through strategic automation of accounting processes and databases.
* Interacted with vendors to address and resolve billing discrepancies.
* Represented company to key clientele and prospective customers in a positive manner, playing an instrumental role in facilitating business development.

Company Name - City, ST 1997-1998

**Administrative Assistant**

* Key player in taking business to profitability within 6 months of launch by actively supporting General Manager in defining an implementing sound business practices and facilitating administrative and general office operations.
* Entrusted with producing financial performance reports for management presentation and preparing bank deposit documentation.
* Spearheaded the installation, deployment and maintenance of a point of sale (POS) system to boost operational performance levels.
* Demonstrated strong organizational skills in maintaining inventory and membership records.

**Superintendent, Information Management Systems,** U.S. Air Force - City, ST 1981-1997

* Progressed from administrative support and accounting responsibilities to serving as key source of senior executive assistance.
* Trained and directed IT team in implementing technology-driven hardware and software system solutions; evaluated team performance to optimize individual and group contributions to overall objectives.
* Project managed consolidation of administrative software systems servicing over 100K users to a common programming language, and provided ongoing user support in researching and addressing software issues.
* Completed comprehensive Leadership and Management program through Senior Noncommissioned Officers Academy.

**PROFESSIONAL AFFILIATIONS**

*Member*, AICPA Tax Section

*Student Member*, American Institute of Certified Public Accountants (AICPA)

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Date

Hiring Agent Name

Title

Company Name

Address

City/State/Zip Code

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am currently seeking a challenging career opportunity in an entry-level Accounting capacity and am submitting my resume for your review. In advance, thank you for your time and consideration.

As demonstrated in the accompanying resume, I have recently completed a degree in Accounting as well as Advanced Auditing coursework, and am a current candidate for the CPA examination. To complement my academic background, I offer additional professional experience in all phases of accounting, tax filing preparation, administrative operations, computer operations, and software applications. I have effectively applied my talents towards significantly reducing outstanding receivables, automating systems for enhanced performance, and spearheading IT solution initiatives.

As an employee, you will find me to be a driven team player committed to supporting you in achieving your objectives through superior performance. I am confident that I could be a valuable asset to your firm, and look forward to interviewing with you in the near future so that I may have the opportunity to prove this to you in person.

Sincerely,

Client E. Name

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