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Example: Not for reuse.

JOYCE FAVOR

123 Farley Avenue
Dallas, TX 12345
(123) 555-5555
joycefavor@unknown.com

JOB OBJECTIVE

A position in the Accounting Department

SUMMARY

- ✓ Four years' experience performing accounting duties.
- ✓ Developed math and computer skills; able to quickly learn new technologies and systems.
- ✓ Meticulous organizational habits.

EDUCATION

B.S., Accounting, 2011
University of Dallas, Dallas, TX

PROFESSIONAL EXPERIENCE (Concurrent with Education)

2010-pres. **Sears Brothers Clothing, Dallas, TX**

Accountant Intern

- ✓ Coordinated preparation and timely dissemination of financial reports for department managers.
- ✓ Met multiple daily deadlines for processing checks and ensuring proper routing, clearance, imaging, and statement rendering.
- ✓ Ordered and monitored inventory of accounting supplies.

2008-10 **FastForward.com, Plano, TX**

Bookkeeper

- ✓ Entered accounts receivable information in a database, paying close attention to accuracy in this high-pressure, time-sensitive environment.
- ✓ Created spreadsheet to track accounts payable to ensured timely and accurate bill payment.
- ✓ Cultivated and maintained strong relationships with co-workers and other departments.

2007-08 **Bishop Autos, San Antonio, TX**

Sales Support

- ✓ Created and maintained Excel spreadsheet for special 3-month sales project.
- ✓ Handled reproduction and timely distribution of sales materials.
- ✓ Used database and word processing programs to organize and maintain company records.

[Note: This resume was created using author & sponsor Susan Ireland's [Ready-Made Resumes.](#)]