

(TARGETED RESUME SAMPLE)

JANE J. SMITH

OBJECTIVE

To obtain a public staff accountant position

RELATED EXPERIENCE

Summer 2001 Olsten Financial Staffing Westchester, NY

Accounts Payable Analyst

- Compiled Expense Reports.
- Prepared Payroll Checks.
- Matched/Batched/Coded large corporate records.

Summer 2000 ACME, Inc. Fort Collins, CO

Assistant Bookkeeper

- Analyzed and prepared company ledger.
- Maintained trial balances.
- Utilized spreadsheet programs to log transactions for a mid-size company.

09/99-05/00 Nyack College Nyack, NY

Resident Assistant

- Liason between Resident Hall Director and residents.
- Coordinated floor activities and involvement for 40 residents.
- Assisted in selection and training of new residence hall staff.

EDUCATION

1998-2002 Nyack College Nyack, NY

- Bachelor of Science, Accounting.
Minor: Business Administration.
- Overall GPA 3.3, Major GPA 3.5.

QUALIFICATIONS

Computer applications

Budget administration

Financial reporting

Client acquisition

Interpersonal relations

International market experience