

SAMPLE RESUME

John Doe

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OBJECTIVE:

Recent college graduate with bookkeeping experience seeking an accounts payable position with a successful accounting firm.

EDUCATION:

Joliet Junior College, Joliet, IL
Associates in Applied Science, May 2013
Major: Accounting
Cumulative GPA: 3.6/4.0

RELEVANT COURSES:

Accounting I & II	Income Tax Accounting
Intermediate Accounting I& II	Electronic Spreadsheet Software
Cost Accounting	Familiar with Microsoft Excel and Access

INTERNSHIP EXPERIENCE:

Macon Corporation, Lombard, IL Summer 2012
Accounting Intern

- Prepared daily reports for managers and supervisors using Lotus.
- Reconciled summary statements for more than 250 customers.
- Coordinated weekly meetings for 40 accountants and executives.
- Awarded Educational Scholarship for successful completion of internship.
- Evaluated for excellent performance as an intern.

WORK EXPERIENCE:

Woodridge Currency Exchange, Downers Grove, IL October 2010 - Present
Currency Exchange Clerk

- Complete morning balancing and auditing when necessary.
- Assist in end of month summary recaps.
- Responsible for license work, such as: title, transfers, license stickers and plates.
- Perform check cashing and other cash transactions, including: buying and selling foreign currency, transmitting Western Union via data entry, and money orders.

HONORS AND ACTIVITIES:

Phi Theta Kappa (International Honors Society)
2011 – Present

Joliet Junior College Volunteer Club
Vice-President 2011-2012