

SAMPLE ENTRY LEVEL RESUME

JOHN SIMPSON

School Address:

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OBJECTIVE

To obtain an accounting position where I can apply my internship experiences and organizational skills

EDUCATION

St. John's University, Jamaica, NY
Bachelor of Science, Accounting, September 2002
GPA: 3.5/4.0

**RELATED
EXPERIENCE**

Arrow Electronics, Melville, NY

Accounting Intern, Spring 2001 - present

- Work directly with Controller to compile and organize data for incoming accounts
- Process accounts receivable transactions for over 100 companies
- Assist in the updating of ledger sheets

Peterson and Peterson Accounting Firm, Fresh Meadows, NY

Accounting Intern, Fall 2000

- Participated in special projects and administrative tasks for Accounts Receivable Department
- Collected and organized data for entry into Excel spreadsheet
- Updated and maintained spreadsheet of 50 accounts on a daily basis

**OTHER
EXPERIENCE**

Toys R Us, Jamaica, NY

Cashier/Stock Worker, 11/99 - 8/00

- Stocked and organized inventory for over 1,000 products
- Processed sales transactions for approximately 100 customers per day
- Prepared bank deposits totaling over \$2000 on a daily basis

**COMPUTER
SKILLS**

Proficient in MS Word, Excel, Access and PowerPoint
Knowledge of Peachtree

ACTIVITIES

Vice President, Accounting Society, 2000 – 2001

Volunteer, St. John's University – Soup Kitchen, 2001 – present

REFERENCES

Furnished upon request