

SAMPLE RESUME BEFORE

James A. Student
233443 Via Conte Linda
Mission Viejo, CA92692
(949) 338-5555
hotrodlov85@yahoo.com

objective: I want to get experience in the financial services industry with a great company.

Education:

2003-2005 Fullerton City College, Fullerton, CA

AS Degree in Accounting

2006 – Now CSU, Los Angeles

Currently enrolled in courses for completion degree in Business Management

In depth knowledge of various laws and regulations regarding financial management. Energetic, enthusiastic, and motivated to learn new techniques and procedures. Knowledge of excel, MS Words, powerpoint, quickbooks, and other software programs.

Work:

2003 – 2004 Internship with Charles Schwab

Compiled case files. Researched documentation needed for each client.
Assisted in the preparation and planning of several investment portfolios.

2003 – 2005 Sales Representative at Discovery Store

Customr Service, Cleaned store, sold a lot of stuff.

2005 – 2006 Clerk at Wells Fargo Bank

Hepled customers get money. Performed Deposits, withdrawals, and other banking tasks. Customer Service, friendly, amounts up to \$200.

Activities/Honors:

Student Accounting Club member

Volunteer at Church Summer Camp

Received Award for Outstanding Acheivement

*References: Mr. James Brooks, (949) 334-8833
Mrs. Samantha James, (949) 383-8833
Josh Brown, (714) 533-2245

SAMPLE RESUME AFTER

JAMES A. STUDENT

233443 Via Conte Linda
Mission Viejo, CA 92692

(949) 338-5555
JStudent@yahoo.com

Objective: To secure the position of Accounting Specialist with Tax Preparation Services.

Summary of Qualifications:

- Two years of experience assisting with client accounts in financial services.
- In depth knowledge of various laws and regulations regarding financial management.
- Proficient in Excel, MS Word, PowerPoint, QuickBooks, and other accounting software.
- Motivated, organized, and dedicated to providing efficient, quality service.

Professional Summary:

- 2005 – 2006** **Customer Service Clerk**, First Federal Union Bank, Mission Viejo, CA
- Provided banking service to customers including deposits, withdrawals, and other banking needs.
 - Received recognition for high quality service during the first six months of employment.
 - Responsible for deposit/withdrawal amounts of up to \$200.
- 2003 – 2004** **Investment Account Assistant**, Merchant Int'l, Aliso Viejo, CA
- Internship experience across a wide variety of financial services.
 - Organized client files within requested deadlines.
 - Provided assistance to Financial Managers as needed for completion of customer requests.
- 2003 – 2005** **Sales Representative**, Discovery Museum Store, Mission Viejo, CA
- Provided customer sale assistance including product explanation, description, and completion of sale.
 - Organized inventory and maintained upkeep of store for greatest customer appeal.
 - Received recognition for increased sales during first six months of employment.

Educational Summary:

BA in Business Management, Accounting emphasis	(Currently enrolled)
CSU, Los Angeles, Los Angeles, CA	
Associate of Science Certificate in Accounting	2005
Fullerton City College, Fullerton, CA	

**References Provided Upon Request*