

SAMPLE RESUME

Omar Stuckey

6224 Creary Lane Jackson, MS 32246

662-241-1781

omar.stuckey@gmail.com

SUMMARY OF SKILLS:

Experienced accounting assistant with knowledge of office and financial programs
Strong financial management skills with knowledge in statistical processes
Detail-oriented, efficient and organized professional with experience in personal finance systems

EDUCATION:

20xx-Present **Delta State University** **Cleveland, MS**

Bachelor of Business Administration
Major: Finance
GPA 3.9
Expected Graduation Date: December 20xx

Related Coursework:

Financial Management	Managerial Finance
Tax Accounting I & II	Advanced Personal Finance
Business Finance	Strategic Financial Management

EXPERIENCE:

20xx-Present **International Mercantile Marine Company** **Philadelphia, MS**

Finance Intern

Compiled client portfolio reports of holdings and their up to date value; obtained in-depth information of funds and portfolio managers for clients and prospects; generated multiple reports from the Smith Barney system regarding client portfolios, their performance and their holdings for any given moment in time; attended various lectures by fund managers and Citi executives.

20xx-20xx **Edison Electric Illuminating Company** **Cleveland, MS**

Marketing Assistant

Assisted in daily bookkeeping and monthly billing; Handled floor sales and customer service; developed special sales promotions, which expanded new account sales by 35%

20xx-20xx **Delta State University College of Business** **Cleveland, MS**

Student Assistant

Operated telephone switchboard and directed callers; Assisted Dean's secretary in daily office tasks; Helped professors in preparation for classroom activities and lectures

HONORS AND ACTIVITIES:

- President's List
- Phi Beta Lambda
- Student Business Leaders Association
- Delta Mu Delta, Business Honor Society

**DO NOT
Duplex or Staple
Actual Resume**

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SAMPLE References

REFERENCES:

Mr. Thomas Elley

Former Supervisor/Finance Manager

Edison Electric Illuminating Company

Cleveland, MS 10001

(662)555-0000

telley@edisonelectric.com

Ms. Laura Staubb

Former Supervisor/Site Manager

International Mercantile Marine Company

Philadelphia, MS 15122

(662)846-1111

lstaubb@immc.com

Mr. Charles M. Sholl

Academic Advisor/Professor of Finance

Delta State University

Cleveland, MS 38733

(662)846-2222

csholl@deltastate.edu

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SAMPLE Cover Letter

Omar Stuckey

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December 12, 20xx

Mr. Andrew Carnegie
Carnegie Steel Company
600 Grant Street
Pittsburgh, PA 15219

Dear Mr. Carnegie:

I am excited about the available accounts position at Carnegie Steel Company. I feel I possess the knowledge, experience, skills and talent to make a significant contribution to the success of your company.

In December 20xx, I will receive my Bachelor of Business Administration degree in Finance from Delta State University. The position at Carnegie Steel will give me the opportunity to utilize my accounting and business skills to help the organization meet its goals. In addition to studying such valuable courses as _____ and _____, I have learned a great deal about the profession through my internship at the International Mercantile Marine Company.

I am confident that the position at Carnegie Steel mirrors my interests and abilities. I am very excited about the possibility of joining the team and working closely with the clients and staff members. To provide you with more information about my experiences and education, I have enclosed my resume.

Sincerely,

Omar Stuckey

Omar Stuckey

Enclosure

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GENERAL FINANCE INTERVIEW Qs

- If we were to call your current supervisor, which area of accounting would he/she say is your strongest? Your weakest?
- Can you explain quarterly forecasting, updating revenue, and expense models?
- Describe projects in which you have used this knowledge?
- Are you familiar with creating daily sales reports?
- Can you describe the practices you have used or would use for analysis of financial and management reporting?
- What unique skills or knowledge can you contribute to our company?
- What additional training or experience will we need to provide you with in order to perform the duties of this position?
- Which accounting applications are you familiar with?
- What is free Cash Flow?
- Define Convexity.
- Explain credit spread.
- Describe the advantages and disadvantages of the different accounting packages/systems you have used recently in your accountant jobs.
- Give me examples of the accounting reports you have prepared.
- Describe any accounting process that you have developed or revised.
- What do you consider to be the biggest challenge facing the accounting profession today?
- Discuss your experience in tax planning and preparation.
- How do you keep updated on all the accounting rules and techniques?

ACCOUNTS PAYABLE

- Tells us about your experience in accounts payable.
- What is the difference between billable and non-billable expenses?
- What steps would you take before approving an invoice for payment?

ACCOUNTS RECEIVABLE

- What are the strategies to be followed for preparing accounts receivable?
- What role do debtors play in accounts receivable?
- Who is responsible for maintaining the accounts receivable in an organization?
- You are asked to prepare a bill for services. What information should be included in the bill?

FIXED ASSETS

- What experience have you had in fixed assets accounting?
- What are the various means of calculating depreciation?

PAYROLL

- Based on IRS rules, what criteria distinguish a consultant from an employee?
- What experience have you had in payroll?
- What are the activities present in payroll task?
- What is Payroll Disbursements Journal?
- What are the steps in payroll management?