

Anne Maxwell

6224 Memory Lane Jackson, MS 32246

662-241-1781

annemaxwell@email.com

SUMMARY OF SKILLS:

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

EDUCATION:

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

Bachelor of Business Administration
 Major: Accounting
 GPA 3.9
 Pending Graduation Date: December 20xx

Related Coursework:

Accounting Systems	Cost Accounting
Tax Accounting I & II	Advanced Accounting
Business Finance	Strategic Management

EXPERIENCE:

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

Staff Accounting Assistant

Participate in the annual audit and development of final certification reports; Conduct quarterly audits of Alpha Bank Corporation, including identification and correction of over 20 major accounting errors

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

Summer 20xx **A la Carte Alley Bistro** **Cleveland, MS**

Hostess and Server

Served approximately 50 patrons per lunch shift; trained four new servers in protocol and etiquette; Advised patrons on the details of a 30-entree menu

HONORS AND ACTIVITIES:

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

SAMPLE

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REFERENCES:

Mr. Thomas Edison

Former Supervisor/Certified Public Accountant

Edison Electric Illuminating Company

Cleveland, MS 10001

(662)555-0000

tedison@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. Schwab

Academic Advisor/Professor of Accounting

Delta State University

Cleveland, MS 38733

(662)846-2222

cschwab@deltastate.edu

SAMPLE

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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 accountancy 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 Accounting 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,

Anne Maxwell

Anne Maxwell

Enclosure

GENERAL ACCOUNTING INTERVIEW Qs

- If we were to call your current supervisor, which area of accounting would he/she say is your strongest? Your weakest?
- 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?
- 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?

INTERNAL AUDIT

- What is the difference between Tangible Assets & Intangible Assets What the procedures or process involved in the preparation for the audit?
- What are all the vital attributes present in an Audit Report?
- Tell us about your experience in conducting audits?
- How many methods to conduct an audit?
- What are principles of audit?
- What is meant by computer auditing?
- What are the reasons for getting audited?
- How can you link between materiality and audit report?
- Explain different types of audit, its nature, advantages and disadvantages?
- What do you mean tax audit? Which component is important for make this VAT audit?
- What are the different types of internal audit?
- What is the difference between an internal audit and the annual external audit?
- What is Internal Audit?
- What is meant by Single Audit process?
- Where is Audit Data Stored?
- Tell us about your experience in conducting audits.
- How many methods are there to conduct an audit?
- What are the principles of audit?
- What are the different types of internal audit?
- What is the difference between an internal audit and the annual external audit?