

Federal Resume - Sample 1 (Entry-level Accounting)

Julie A. McFederal

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SSN: 222-22-2222

Citizenship: U.S.

Veterans Preference: N/A

Federal Status: N/A

OBJECTIVE:

Seeking an entry-level position with Internal Revenue Service (Vacancy Announcement #: PH-NM-09-149319-S16)

QUALIFICATIONS PROFILE:

Current college student majoring in business administration with an emphasis in accounting graduating next May 2010. I have participated in various class projects focusing on accounting in Financial, Managerial and Tax Accounting & Planning. My greatest strengths are being able to analyze large amounts of data, being detail-oriented, very skilled with Microsoft Excel giving me the capability to produce complex financial statements and one who works well under pressure.

EDUCATION:

California State University, Fresno (Fresno State), Fresno, CA 93740	5/2010
B.S. in Business Administration; Option: Accountancy	
Dean's List (GPA: 3.75/4.0), Total Units: 122	
Fresno City College, Fresno, CA 93741	12/xxxx
A.A. in General Studies	
Dean's List (GPA: 3.35/4.0), Total Units: xxx	
Buchanan High School, Clovis, CA 93611	6/xxxx
High School Diploma	