

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

HONOR SOCIETIES:

Beta Gamma Sigma (Business) 8/xxxx to Present

Omicron Delta Epsilon (Economics) 1/xxxx to Present

ACCOUNTING INTERNSHIP:

Stoughton Davidson 6/xxxx to 8/xxxx

Auditor Internship

35 hours/week

2520 West Shaw Lane; Fresno, CA 93711

Salary: \$14/hour

Supervisor: Jean Price, (559) xxx-xxxx

May Contact: Yes

Participated in the annual audit of Omega Megalithic Holdings, including development of the final certification report.