861 Middletown ave

North Haven, Ct 06473 (Permanent address)

43 Lake ave

Danbury Ct, 06810 (Temporary address)

February 10, 2012

Human Resources

J.Morrissey

Branford, CT

Dear HR

I am applying for an junior accounting position to provide great experience

to your company and searching for a career position in accounting. I

have a diverse background of skills and intangibles to accomplish any

accounting task I am given to do and I feel I am the perfect

candidate for this opportunity.

My accounting and management skills are extensive. I am currently an

Undergrad student at Western Connecticut State University majoring in

Accounting. My knowledge of accounting is very high with skills

ranging from financial, cost, tax, auditing and consolidations. I

also have strategic management experience that I can provide to your

company. My work experience includes me being a supervisor for four

years at my university where I manage a handful of employees and

solve a countless amount of issues daily. I document the work

employees do during shifts and communicate between employees and my

boss daily as well.

I look forward to having an interview face to face to discuss my

qualifications on this particular job scheduled at your convenience.

Please feel free to contact me at (203) 809-6379. Thank you for your

time and consideration.

Sincerely,

Donnell A. Martin

**Donnell Martin**

861 Middletown Ave.

**North Haven, CT 06473 (permanent home)**

43 Lake Ave

Danbury Ct, 06810 (on campus)

**(203)-809-6379**

Martin159@connect.wcsu.edu

**OBJECTIVE**

I am seeking a challenging position in the public or private sector that utilizes my accounting and management abilities while providing great experience to your company. My accounting and management expertise will certainly bring great value and be a perfect fit for your organization. Designation to being CPA certified.

**EDUCATION**

**Western Connecticut State University**, Danbury, CT

BBA in Financial Accounting expected graduation May 2012

**Hyde Leadership** High School, Hamden, CT

Diploma received June 2007, 3.6 GPA

Yale Student of the Year Award - awarded to individuals with highest GPA in high school

**SKILLS**

*Financial Skills*: Strong knowledge in finance accounting, managerial/cost accounting, taxation, auditing, consolidations, corporate finance and marketing, and strategic management

*Computer Skills*: Microsoft Office, Adobe Photoshop

CPR, AED, and First Aid & Safety and Blood Borne Pathogens certification

**ACTIVITIES**

**WCSU Accounting Society**, ***Member,*** 2009-present

* Plan and implement accounting industry events for student body

**WCUS Recreation council, *Treasurer***, 2011-present

* Account fully for all the money that is received or spent
* Meet with members of the council to implement a budget for multiple events

**WCSU Men’s Basketball Team**, ***Member***, 2007-2010

**WORK EXPERIENCE**

**WCSU Recreation Department (Gym)**, ***Supervisor***, 2008-present

* Manage and train numerous employees about the job teaching strategies such as understanding risk management
* Facilitate meetings with employees and coworkers to discuss and solve workplace issues
* Ensure facility is clean and used properly
* Critical thinking and analytical skills when performing tasks at hand
* “Do it yourself” attitude with minimum supervision
* Volunteering for events around campus that concerns the recreation department (relay for life, homecoming events, etc.)
* Employee of the month

**Brescome Barton, *Material Handler***, June 2010-August 2011

* Organizing inventory for delivery to businesses around the Ct area
* Calculate inventory
* Error free attitude
* Working 12 hour shifts at times to get the job done efficiently