

# Sample Cover Letters and Resumes

## Sample Resume - Chronological

<p>31 Robson Avenue Kamloops, BC V7J 5C2 (Internet or E-mail address)</p>	<p><b>NAME</b> Res: (250) 476-5432 Bus: (250) 645-8654</p>
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### CAREER PROFILE

A financial administrator with over 9 years' experience in both the private and public sectors coupled with recent training in automated accounting systems. Particular strengths include:

- 5 years experience in financial accounting and reporting,
- 2 years experience in payroll management, and
- 1.5 years supervision experience.

I have also taught financial accounting courses for over 5 years with various business colleges.

### EMPLOYMENT HISTORY

**Supervisor**

**Finance Department**

**Ministry of Environment**

**Government of Manitoba**

**Jan 2015 - Present**

Reporting to the Executive Manager, responsible for all aspects of financial accounting and payroll systems, supervise 5 staff and:

- achieved early payment incentives by developing a summary reporting system to monitor accounts payable
- decreased default payments by 20% through timely administration of an accounts receivable portfolio
- reduced training time for new staff by writing a procedural manual for accounting processes in a government department. This included securing approval from the Senior Financial Officer
- increased staff effectiveness by designing and presenting training programs on diverse aspects of accounting procedures within the public sector.

**Administrative Assistant**

**Sept 2010 – Jan 2015**

**Finance and Administration**

**Department of Attorney General**

**Government of Alberta**

Reporting to the Chief Executive Officer, responsible for a full spectrum of administrative processes within the Branch:

- managed all equipment purchases, space planning, contracted services and budget for various government program areas
- maximized opportunities for bidders and reduced waiting periods by developing a tendering process for contract services
- met government wide standards by managing the conversion of financial and administrative filing systems to a new protocol



Where ideas work

