Cecilia Buck

524 12th Avenue | Haddon Heights, NJ 08035

Cell: 609-313-1907

Email: [cecilia.buck@verizon.net](mailto:cecilia.buck@verizon.net)

April 28th, 2015

Re: Staff Accountant (Entry Level)

Dear Hiring Manager at RMEI:

I viewed your Staff Accountant job opportunity on the Rutgers Career Services website and am very interested in pursuing the position. I am graduating on May 21st from Rutgers School of Business with my degree in accounting.

My background, listed in my resume, includes experience as a customer sales associate and a New Jersey state certified pharmacy technician, both at CVS/pharmacy. My skills include great and consistent customer service, data entry, frequent use of computers, and inventory management.

I am very skilled in Microsoft Office. I am confident that I can offer the professional judgment and accounting skills that your company needs. I am graduating with 127 credits, and am planning to actively pursue my CPA certification.

Sincerely,

Cecilia Buck

**CECILIA S. BUCK**

524 12th Ave.

Haddon Heights, NJ 08035

(609)-313-1907

Cecilia.Buck@verizon.net

**OBJECTIVE**

Senior college student, with 5 years of experience in a business setting, seeks an internship/job related to accounting major, to apply knowledge from coursework and gain career experience.

**SUMMARY OF QUALIFICATIONS**

* Reputation for personable and high quality service to clients
* Strong analytical, writing, mathematical and research skills
* Sharp, quick learner; willing to get involved
* Resourceful and self-confident; can get the job done, and do it well

**EDUCATION**

**Bachelor of Science: Accounting Expected: May 2015**

Rutgers, The State University of New Jersey, School of Business

GPA: 3.15

**Selected Coursework:**

Managerial Accounting, Intermediate Accounting I and II, Corporate Financial Tax Accounting, Cost Accounting, Advanced Accounting, Business Computing, Writing Public Arguments

**WORK EXPERIENCE**

**Pharmacy Technician**

CVS/Pharmacy May 2012 - Present

* New Jersey state licensed pharmacy technician
* Charged with opening and closing the pharmacy
* Trusted to dispense medications
* Provide consistent friendly customer service
* Responsible for creating daily and weekly inventory orders
* Recognized for five years of excellent customer service

**Customer Sales Associate**

CVS/Pharmacy August 2009 – May 2012

* Answered customer phone calls
* Charged with opening and closing photo department
* Kept track of inventory on the sales floor
* Introduced and trained new employees

**VOLUNTEER ACTIVITIES**

Haddon Heights Baptist Church 2009 – Present

* Certified to supervise children in nursery
* Record overall church attendance

Furrever Friends November 2014-Present

* Volunteer for animal services at the Deptford, NJ location