

**Best Entry Level Accountant**

1234 Upcoming Lane  
Success Town, Texas 77001  
Ph. 713-222-1234 \* bestelacct@gmail.com

**SUMMARY**

Accounting graduate seeking an entry level opportunity with a dynamic company. A diplomatic people person with strong organizational and time management skills who takes ownership of projects. Working knowledge of Microsoft Excel, Project, Access, Visio, PowerPoint and Word.

**EDUCATION**

Abilene Christian University  
B.B.A in Accounting May 2008  
Graduated with 3.68 GPA while working part-time to finance college education

**EXPERIENCE**

**Abilene Christian University Abilene, TX 2005-2008**

**Professor's Assistant**

- Assisting the faculty and students of COBA in various ways
- Grading and recording homework and tests and General administrative work

**Arthur Andersen Houston, TX Summer of 2005**

**Audit Intern**

- Analyzed financial statements and documents
- Maintained good client relations while researching, analyzing and writing variance reports
- Special project on auditor independence

**Church of Christ Garland, TX Summer 2004**

**Youth Ministry Intern**

- Taught Teen Classes for approximately 80 high school teenagers
- Planned and managed youth group activities

**ACTIVITIES**

***Chairman Abilene Christian University Wildcats – Org. committed to mentoring young children***

- Supervised 3 committee heads, 160 college students and 80 children
- Implemented an information system to track children and college students

***Treasurer of Pi Kappa Fraternity - dedicated to mentoring and community development***

- Successfully eliminated longstanding financial debt
- Communicated financial needs and resources with officers and committees

***Chairman of Administration on Business Administration Council - Improved life of business students***

- Planned and directed COBA Chapel Services
- Managed special events

**HONORS**

Graduated Magna Cum Laude  
Vice President of Alpha Chi National Honors Society  
Bible department Academic Excellence Award



510 Bering, Suite 260  
Houston, TX 77057  
713-780-7755  
metcalfresources.com

This is one of several sample resumes used by Metcalf Resources to assist our candidates in preparing a quality resume that will set them apart from others. We hope find it helpful. You might also want to review the **Anatomy of a Resume** document for further assistance.

In addition to assisting our candidates with their resume we also provide assistance in preparing them for the 1st interview, 2<sup>nd</sup> interview and the offer. For additional assistance with resume writing, interviewing skills, or general career questions, you may contact me at:

**Dianne L. Metcalf, CPA**  
**Metcalf Resources**  
**Office phone: 713-963-4680**  
**Email to: [dmetcalf@metcalfresources.com](mailto:dmetcalf@metcalfresources.com)**  
**Web site: [www.metcalfresources.com](http://www.metcalfresources.com).**