

Sample Cover Letters and Resumes

Sample Resume - Chronological

NAME

31 Robson Avenue
Kamloops, BC V7J 5C2
(Internet or E-mail address)

Res: (250) 476-5432
Bus: (250) 645-8654

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

Jan 2015 - Present

Finance Department

Ministry of Environment

Government of Manitoba

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



Sample Cover Letters and Resumes

- met operational targets and performance planning objectives by supervising administrative support staff with an emphasis on team building and professional development.

Accounting Officer
Global Moving and Storage
Toronto, Ontario

Jun 2009 – Sept 2010

Reporting to Chief Accountant, responsible for accounting and payroll systems:

- transferred a manual accounting system to an automated system prior to target date and below budget;
- administered payroll system for over 60 employees
- decreased overhead costs and analyzed resource efficiencies by developing and implementing value for audit procedures
- reduced accounts receivable by 20% by designing and implementing new procedures while maintaining compliance with financial policy.

Senior Accounting Clerk
Kingston Hardware Depot
Kingston, Ontario

Jan 2007 – Jun 2009

Reporting to the Senior Accountant, responsible for accounts receivable, accounts payable and payroll:

- decreased accounts receivable write-offs by designing and implementing an automated financial accounting system
- maintained currency with changes to tax legislation by revising internal procedures
- minimized inventory and storage costs by developing close liaison with suppliers.

EDUCATIONAL HISTORY

Accounting Diploma (honours)
University of Waterloo

Graduated Sept 2006

Bachelor of Arts
University of Alberta

2003 – 2006

PROFESSIONAL DEVELOPMENT

Enrolled in Certified Consulting Accounting Program - Level 3
University College of the Caribou, Kamloops

2016

PROFESSIONAL ASSOCIATIONS

Certified General Accountants Association of Canada

REFERENCES AVAILABLE UPON REQUEST (*unless requested to attach*)



Where ideas work



Sample Cover Letters and Resumes

Sample Resume – Functional

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

A financial administrative clerk with over 9 years' experience 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.

FINANCIAL ACCOUNTING SKILLS

- decreased administrative overhead for a medium sized manufacturing firm, by implementing a financial accounting system
- transferred a manual accounting system to an automated system for non-profit society prior to target date and below allocated budget
- 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.

COMMUNICATION SKILLS

- met operational targets and performance planning objectives by supervising accounting and administrative staff with an emphasis on team building and professional development
- met community educational needs by teaching an introductory financial accounting program for over 5 years at a local business college
- increased staff effectiveness by designing and presenting training programs on diverse aspects of accounting procedures within the public sector
- met corporate objectives by developing training programs on quality service within both the private and public sectors.



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ADMINISTRATIVE SKILLS

- 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.

SUPERVISORY SKILLS

- currently supervise 5 staff including hiring, performance management and work scheduling.

EMPLOYMENT HISTORY

Supervisor, Finance Department
Department of Environment
Government of Manitoba

Apr 2012- Present

Administrative Assistant, Finance and Administration
Department of Attorney General
Government of Alberta

Sept 2010 – Apr 2012

Accounting Officer, Global Moving and Storage
Toronto, Ontario

Jun 2009 – Sept 2010

Senior Accounting Clerk, Kingston Hardware Depot
Kingston, Ontario

Jan 2007 – Jun 2009

EDUCATIONAL HISTORY

Accounting Diploma (honours)
University of Calgary

Completed Sept 2006

Bachelor of Arts
University of Ottawa

2003 - 2006

PROFESSIONAL DEVELOPMENT

Enrolled in Certified Risk Management Accounting Program - Level 4
University College of the Cariboo, Kamloops

2016

PROFESSIONAL ASSOCIATIONS

REFERENCES AVAILABLE UPON REQUEST *(unless request to attach)*



Sample Cover Letters and Resumes

Sample Cover Letters

111 - 11th Ave
Burnaby BC V3N 1T3

March 6, 201_

<Requisition Contact Name>

<Title>

Ministry of xyz

<Address>

<City BC Postal Code>

Re: Requisition #xxxxx, , Manager, xyz Program

Please consider this cover letter and resume as my application for the position of Manager, xyz Program. This opportunity is very much of interest to me, as my background of over 15 years in the automobile, travel and tourism fields has provided me with all the skills and experience you are seeking. These include:

- Recent employment as Regional Manager (Automobile Operations) and Registrar of Travel Services, which required administration of licensing, investigation and enforcement programs and liaison with the Motor Carrier Commission regarding requirements for tour operators;
- Extensive policy and procedure development in the Automobile, Travel and Tourism fields, including development of briefing notes and background information for press releases;
- Previous responsibility for budget development and control, including the diligent use of human and other resources;
- Provision of interpretive information regarding legislation, policy and statutes to consumers, junior staff and regulatory representatives; and,
- Two years supervisory experience involved with all aspects of labour relations and personnel management, including the grievance process and union/management committees.

My resume highlights my work history and accomplishments. An in-person meeting would allow you an opportunity to personally assess my leadership, decision-making and communication skills for which I have frequently received recognition.

I look forward to the opportunity of discussing this position with you further.

Yours truly,

Applicant

Note: Target the education and experience listed in the posting. Stay concise and use some space saving tricks i.e. putting the postal code on the same line as the city to save space.



Sample Cover Letters and Resumes

Park Side Rd
City, Province, Postal Code
December 12th, 20__

<Requisition Contact Name>
<Title>
Ministry of xyz
<Address>
<City BC Postal Code>

Re: Requisition #xxxxx, , Manager, xyz Program

I believe I am an ideal candidate for this position. My credentials include a B.A. in accounting from the University of British Columbia and three years' tax auditing experience with Grant, Lee & Lowey. I am current with changes in the tax laws through a variety of credit and continuing education courses.

My education and experience meets and even exceeds those requirements you are looking for in this job:

- *(using bullets, outline how you meet or exceed each education and experience statement and address willingness statements).*

I pride myself in offering quality service for customers, maintaining high standards of thoroughness and accuracy and exhibiting exemplary team leadership.

My resume provides details of my qualifications. I look forward to meeting you and discussing how I can assist your organization.

Sincerely,

Your name

