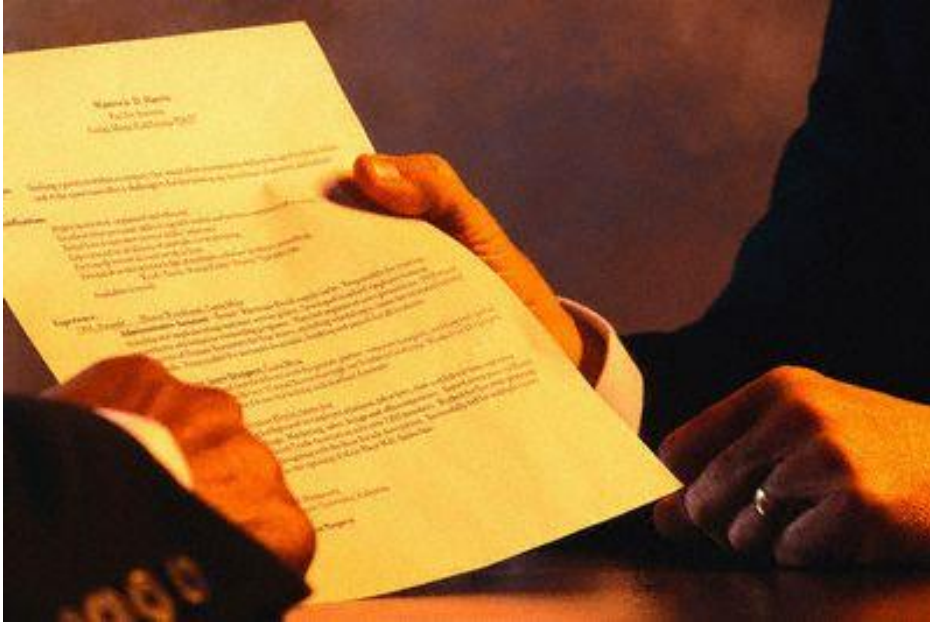


# Accounts Payable Resume



## COVER LETTER

YOUR PRESENT ADDRESS  
CITY, STATE, ZIP CODE

Date of Correspondence

Name of Individual

Title

Name of company/organization

Address

City, State, Zip Code

Dear Mr./Mrs./Ms. (Last Name):

Do not address to "To whom it may concern."

### PARAGRAPH ONE

Tell why you are writing. Name the position, field or general area in which you are interested. Tell how you found out about the position. Tell why you want to work for this company. Check the company web site and mention something about the company that interests you.

### PARAGRAPH TWO

Describe your professional/educational qualifications, but do not restate your resume. Cite one or two areas of qualification experience, which specifically qualify you for the position. Emphasize particular areas of related experience and training. Stress why you are unique, special and the perfect person for the position. If you claim to have certain skills, back these up with examples as proof. Tell about a professional or personal accomplishment and the skills you gained or demonstrated.

### PARAGRAPH THREE

Close by noting that you have enclosed a copy of your resume and that you will provide any additional information requested. Note that you will look forward to a future response and that you would like to schedule an interview. Include your telephone number.

Sincerely,

Name

For more resume samples @ [AccountingWEB.org](http://AccountingWEB.org)

Check out the following:

- CAP Center Resource Library
- CAP Center Online Resources
- CAP Center Resume Critique Service
- CAP Center Resume Writing Assistance
- Individual Career Counseling
- On-Campus Interviews

For more information on career related issues call the CAP Center at (856) 256-4456 or check us out at our website: <http://www.rowan.edu/cap>

*Sample Cover Letter Utilizing Statement of Reference*

123 Accounts Payable Lane  
Moneyville, NJ 08029  
856-863-9547

Dawn Lowell  
322 Mullica Hill Road  
Glassboro, NJ 08028  
856-256-4322

February 28, 201x

Coopers & Lybrand  
2400 Eleven Penn Center  
Philadelphia, PA 19103  
Attn: Mr. Daniel Spiller  
Personnel Director

Dear Mr. Spiller:

After talking with Mr. James Osgood at the recent Rowan University Career Fair, reading your recruitment information and checking your web site, I am seeking an opportunity to join the firm of Coopers & Lybrand. Your company has an impressive track record for mentoring entry-level accountants plus offering valuable experience in auditing, tax compliance and cost accounting. As a Rowan University senior, anticipating graduation in May, I am anxious to interview with you during your upcoming recruitment trip to our campus.

My strong academic performance and outstanding internship experience make me a strong candidate for a junior accountant position with Coopers and Lybrand. As an honor student and recipient of the Medallion Scholar Award for the internationally accredited College of Business, I was chosen to intern for the local public accounting firm of Money and Associates CPA. At Money and Associates, I assisted with the preparation of clients for corporate tax audits and performed intake consultations for tax preparation purposes. My supervising accountant, Mr. Charles Money invited me to continue my internship for a second semester. On my internship evaluation form he wrote, "John's knowledge and ability to grasp accounting procedures and principles is quite impressive. His computer skills and team-working abilities make him a valuable resource. I believe John will develop into a top-notch accountant."

Enclosed is a copy of my resume, which outlines my qualifications in further detail. I look forward to an opportunity to meet with you during the upcoming recruitment week at Rowan University. I can be reached at 856-863-9547. Thank you for your time and consideration.

Respectfully,

John Q. Afterinternship

February 12, 201x

Mr. Dwight Thompson  
Human Resources Manager  
Savitz Pharmaceuticals  
856 Bozorth Parkway  
Esby, NJ 08028

Dear Mr. Thompson:

In response to your advertisement in the Glassboro Examiner for a sales representative for Savitz Pharmaceuticals, I hereby submit my letter of application. I was excited to read your ad since I have had a long-time interest in pharmaceutical sales and your products sound particularly appealing to me.

As a college student, I had the opportunity to experience in sales and customer service. Of particular interest to you, I worked at Glassboro Medical Supply serving customers who enter our store. Through reading professional periodicals and magazines that are sent to me as an employee of Glassboro Medical Supply, I have become knowledgeable of the different types of medical supplies. This knowledge enables me to fully address our customers' medical supply needs and answer their questions. Utilizing my proactive approach to sales and customer service, I increased sales this year by 20% over last year's figures. In light of my accomplishment, my supervisor has given me the responsibility of developing a plan to market medical supplies to local drug stores. In addition to my work experience, I recently completed a course in drug/pharmacology terminology at the University of the Sciences in Philadelphia. Completion of this course increased my knowledge of medicines and their effects.

I have always had a strong interest in the medical/pharmaceutical sales field and have attempted to gain the knowledge and experience needed to work effectively in that capacity. With that in mind, I feel I am highly qualified for the position of sales representative for Savitz Pharmaceuticals. My enclosed resume outlines my qualifications in further detail. I welcome an opportunity to meet with you at your convenience. I can be reached at 856-256-4322 or on my cell phone at 856- 222-2348.

Thank you for your time and consideration.

Respectfully,

Dawn Lowell

**General Resume Guidelines.**

**Professional Appearance**

- Material fits neatly on one page. Margins approximately 1 inch on all four sides. High quality print in black ink.
- White or neutral colored paper, 8.5 x 11 inches, 20lb weight. No staples or folds.
- Plain font with straight lines, such as Helvetica. Font size 10-14 points.
- Bold and capital letters used where appropriate for emphasis, but not overdone.
- No italics, script, parentheses, brackets, underlining, shading or graphics.
- Avoid use of unnecessary punctuation, horizontal or vertical lines.

**Format**

- Name, address, telephone, and e-mail address centered at top, with name in bold and larger font.
- Omit extraneous and personal information such as height, weight, age, sex.
- Use format that best suits your needs. Reverse chronological format, listing education and experience from most recent to least recent, is most commonly used.
- Objective clearly stating position being sought, usually beginning with "To obtain a position as...." or "Seeking an entry level position in..."
- Education category including any college/university from which a degree was earned. GPA, expressed in tenths, may be included if 3.0 or above. Examples in correct format:

<b>Bachelor of Arts, History</b> May 200x	<b>Bachelor of Science, Finance</b> expected May 200x
<b>Minor: Psychology</b>	Rowan University, Glassboro, NJ
Rowan University, Glassboro, NJ	GPA 3.9, Dean's List, Medallion Award
GPA 3.4, Dean's List	Summa Cum Laude Honors anticipated

- Experience category including several entries in consistent format:
 

<b>Job Title</b>	Dates of employment
Company, City, State	
Descriptive statements of experience	

**Content**

- Job descriptions/accomplishments written in 1-5 bulleted statements or brief paragraph format, reading in the first person, with pronouns "I" and "my" omitted. Use a variety of action verbs and keyword nouns specific to the major/profession, often the same words used in typical job postings for such position.
- Descriptive statements highlighting skills and abilities, as well as experience and accomplishments. Show evidence of teamwork, computer proficiency, attention to detail, customer satisfaction, willingness to learn new skills, ability to produce results, and your enthusiasm/work ethic. Supply enough description to create reader interest but not to overwhelm.
- Finished product should be a unique statement about you. It must be professional looking, error free, with consistent verb tense and end punctuation. Do NOT rely on computer spell check, grammar check, or resume writing software for your final resume.

**BUILD A RESUME**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ College Address: \_\_\_\_\_

Street: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Job Objective** (*Indicate your work direction; be as specific as possible.*)

\_\_\_\_\_  
\_\_\_\_\_

**Education**

Name of College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Degree: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

GPA: \_\_\_\_\_ (*If 3.0 or higher*)

**Course Highlights** (*Use primarily in resumes for internships.*)

\_\_\_\_\_  
\_\_\_\_\_

**Work Experience** (*Start with most recent place of employment.*)

Job Title: \_\_\_\_\_ Period Employed: \_\_\_\_\_

Name of Company, City, State \_\_\_\_\_

Responsibilities: (*Use action words.*) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Skills** (*EXAMPLE: computer, leadership, language skills*)

\_\_\_\_\_  
\_\_\_\_\_

**Awards**

\_\_\_\_\_  
\_\_\_\_\_

**Activities & Interests**

\_\_\_\_\_  
\_\_\_\_\_

**References available upon request.**

**Sample of a Chronological Resume- list education and experience in reverse chronological order within appropriate categories.**

**Gomez Addams**  
1313 Mockingbird Lane  
Mantua, NJ 08028  
856-856-9876  
adda9973@rowan.edu

### OBJECTIVE

An entry-level position in public relations or marketing.

### EDUCATION

**Bachelor of Arts, Public Relations**  
**Concentration: Leadership Studies**

Rowan University, Glassboro, NJ  
GPA 3.6, Dean's List, Cum Laude honors anticipated

May 201x

### COMPUTER SKILLS

PageMaker  
Microsoft Photo Editor  
Harvard Graphics

PowerPoint  
Microsoft Publisher  
Access

WordPerfect  
Excel  
Microsoft Word

### RELEVANT EXPERIENCE

**13<sup>th</sup> Congressional District Intern**  
**Congressman Charles Sheen, Washington, DC**

Spring 201x

- Responsibilities included researching legislation, drafting recommendations and briefs.
- Responded to constituent correspondence and inquiries, as well as aiding in office administration.

**Correspondent**  
**Rolling Stone Magazine, Pitman, NJ**

Fall 200x

- Covered local music and political events under commission for monthly publication.
- Maintained valuable media contacts.

**Marketing Intern**  
**Glassboro Convention Center, Glassboro, NJ**

Spring 200x

- Developed and implemented marketing program for the convention center.
- Coordinated on-site conference registration.
- Assisted presenters during multimedia presentations.
- Prepared and disseminated over 6,000 registration packets.

### ACTIVITIES

- **Vice President**, Public Relations Society, Rowan University Chapter
- **Secretary**, American Marketing Association, Rowan University Student Chapter
- **Volunteer**, Glassboro Soup Kitchen

### REFERENCES

Available upon request.

*Sample of a Chronological Resume- list education and experience in reverse chronological order within appropriate categories.*

**Jessica Laptop**  
1313 Microchip Lane  
West Deptford, NJ 08028  
856-899-2000  
jlaptop@earthlink.net

### OBJECTIVE

Seeking a summer internship in the field of computer science.

### EDUCATION

**Bachelor of Science, Computer Science** anticipated December 201x  
**Minor: Mathematics**

Rowan University, Glassboro, NJ  
GPA 3.45, Dean's List

### RELEVANT COURSES

Introduction to Programming, Computer Laboratory Techniques, Data Structures, Calculus I, II, and III, Operating Systems, Web Programming

### LANGUAGE/ OPERATING SYSTEMS

BASIC, Pascal, C, C++, COBOL, Lisp, MS-DOS, UNIX

### WORK EXPERIENCE

**Lab Instructor** Summer 201x

Rowan University, Glassboro, NJ

- Instructed freshman students in the use of microcomputers.
- Assisted faculty in establishing research goals consistent with the data available.
- Taught resident assistants the detailed use of technical software.

**Lab Technician** 200x-200x

Pitman High School, Pitman, NJ

- Developed a database for the school's athletic department.
- Identified specific applications for a newly written program.

**Student Worker** 200x-200x

Rowan University Information Desk, Glassboro, NJ

- Processed and balanced payments in Compco Student Telephone billing system.
- Assigned long distance codes to Rowan students and answered the university switchboard.

### HONORS

Dean's List  
Alpha Lambda Delta Honorary Society  
Don Serious Scholarship

### ACTIVITIES

Member, Computer Science Society  
Volunteer, Glassboro Soup Kitchen  
Vice President, Me Phi Me Sorority  
Intramural Sports – Basketball, Street Hockey

### REFERENCES

Available upon request.



Sample of a Chronological Resume- list education and experience in reverse chronological order within appropriate categories.

**Jane C. Asylum**  
321 Writearesume Lane  
Wantstowork, New Jersey 08777  
856-854-0001  
JCASYLUM@aol.com

**OBJECTIVE** To obtain an entry-level position in social work utilizing my abilities in Spanish.

**EDUCATION** **Bachelor of Arts, Sociology** December 201x  
**Minor: Spanish**  
Rowan University, Glassboro, New Jersey  
GPA: 3.7, Dean's List, Magna Cum Laude

**Financed 100% of college education**

**COURSE HIGHLIGHTS** Social Problems, Human Service Organizations, Sociology of Work, Introduction to Sociology, Intermediate Spanish I & II, Advanced Spanish Conversation, Advanced Spanish Grammar

**INTERNSHIP** **Program Coordinator** Spring 201x  
Camden City Battered Women's Shelter, Camden, New Jersey  
Conducted intake interviews and served as translator assistant.  
Coordinated after school programs for enrolled children and managed recreational facility. Encouraged fair play, self-reliance and positive self-esteem in children with troubled family backgrounds.

**SPECIAL SKILLS** Bilingual: Spanish/English  
Communication Skills: Written and Verbal

**ACTIVITIES** Volunteer Translator, Camden County Aids Hospice  
Member, Latino Affairs Committee, Rowan University  
Member, National Association of Black Social Workers

**COMPUTER SKILLS** Lotus 1-2-3, Windows, WordPerfect 6.0, EXCEL, Quicken, DOS, Ventura, Desktop Publishing, Internet

**HONORS** Glassboro Businessmen's Association Scholarship, 2008  
National Merit Scholar, 2008

**WORK HISTORY** **Night Assistant Manager** May 200x – December 201x  
Burgerqueen, Glassboro, New Jersey  
Supervised employees, coordinated work schedules and managed customer complaints. Processed bank deposits and resolved employee disputes.

**References available upon request.**

Sample of a Functional Resume – list education and employment in reverse chronological order within appropriate categories.

**John Engineer**  
1776 Smart Blvd  
Brainville, NJ 08007  
856-990-4354  
jengineer@torch.rowan.edu

**OBJECTIVE:** Research Associate position with a biotechnology firm.

#### **SUMMARY OF QUALIFICATIONS**

- Skilled in all phases of hybridoma production.
- Inspired by the challenge of research and experimentation.
- Good working knowledge of immunology.
- Excellent skills in communication and collaboration.
- Highly inquisitive, creative and resourceful.

#### **RELEVANT EXPERIENCE**

##### **Applied Research**

- Tailored screening strategies using ELISA, RIA and Immunoblot techniques to effectively isolate the desired hybridomas.
- Performed experiments to induce animal immune systems to respond to a weak antigen.
- Developed in collaboration with other researchers, a novel assay which identified the antibodies' ability to bind to live, intact tumor cells.
- Conducted periodic presentations of results and works in progress to Research Center staff.

##### **Laboratory Skills**

- Tissue Culture and Hamster Egg Penetration Test
- Electroblothing and Radiolabeling of Antibodies
- Immunoblot Strip Assay

#### **EMPLOYMENT HISTORY**

<b>Lab Technician</b>	Bellmarr Research Center, Bellmarr, NJ	201x - present
<b>Research Assistant</b>	Rowan University Biology Department, Glassboro, NJ	200x – 200x
<b>Youth Counselor</b>	Vineland Day Care Program, Vineland, NJ	Summer 200x
<b>Teaching Assistant</b>	Buena Vista Normal School, Buena, NJ	200x – 200x

#### **EDUCATION**

<b>Bachelor of Science, Biology</b>	Rowan University, Glassboro, NJ	May 200x
<b>Associate of Science, Chemistry</b>	Gloucester County College, Sewell, NJ	May 200x

**Related Courses:** Immunology and Lab, Biochemistry, Microbiology, Virology, Ornithology, Cell Culture Technology

#### **AWARDS and ACTIVITIES**

Dean's List  
Albert Einstein Scholarship  
Member, American Association of Biologists  
Volunteer, Dumbville Ambulance Service

**REFERENCES:** Available upon request.

**Sample of a Chronological Resume – list education and experience in reverse chronological order within appropriate categories.**

**Arthur B. Enthusiastic**  
290 Birchwood Lane  
Mantua, New Jersey, 08051  
856-468-6161  
enth1234@rowan.edu

**Job Target**

A position as an Art Educator within a museum's public outreach program, utilizing recent degree plus experience in public relations and art education.

**Capabilities**

- Develop art education programs.
- Write press releases and promotional copies.
- Coordinate efforts with local schools.
- Organize related events with speakers and presentations.
- Utilize a variety of computer skills.

**Education**

**Bachelor of Arts: Art** December 201x  
Rowan University, Glassboro, New Jersey  
GPA 3.7, Dean's List  
Magna Cum Laude honors anticipated

**Associate of Arts: Art** May 200x  
Gloucester County College, Sewell, New Jersey  
GPA 3.9, Dean's List, President's List  
Summa Cum Laude

**Achievements**

Co-developed *Art in Public Places* program.  
Placed several articles in local newspapers.  
Conducted *Murals in Public Places* project for Eagle Scout Award.

**Work History**

**Office Assistant** January 200x-present  
The Association of Educational Publishers  
Rowan University, Glassboro, New Jersey

- Assist in the coordination of annual conferences plus related office duties.
- Work extensively on Macintosh using Word, Works, Excel, File Maker Pro, including data entry, report generation, plus brochure and poster design.

**Arts and Crafts Instructor** Summer 200x  
Kids Rule Day Camp  
Rowan University, Glassboro, New Jersey

- Conducted wide variety of hands-on projects for 120 campers per week, divided into groups of 20 campers ages 6 to 12 years.
- Worked collaboratively with camp counselors to provide enriching activities relating to different themes each week.

**Tour Guide** Summer 200x  
Hampton House  
Hampton, New Jersey

- Conducted tours of historic home, while providing visitors with related information.

**References available upon request.**

**Sample of a Chronological Resume- list education and experience in reverse chronological order within appropriate categories.**

**ROSE ROYCE**  
123 Main Road  
Anywhere, NJ 01234  
856-987-6543  
chronological.resume@cap

**JOB OBJECTIVE**

An entry- level accounting position with potential for advancement.

**SUMMARY OF QUALIFICATIONS**

- Computer literate, experience includes Word 6.0, Excel and database management.
- Excellent organizational and communication skills.
- Fluent in Japanese and Spanish.
- Sharp in learning and comprehending new systems and methods.

**EDUCATION**

**Bachelor of Science, Accounting** expected Dec. 201x  
Rowan University, Glassboro, NJ  
Dean's List  
Completed independent study in International Business

**Associate of Arts and Science, Business Studies** May 200x  
Gloucester Community College, Sewell, NJ

**RELATED COURSES:**

Managerial Accounting, Auditing, Cost Accounting, Advanced Accounting, Individual Taxation, Accounting Information Systems

**RELATED PROFESSIONAL EXPERIENCE**

**TEACHING ASSISTANT** August 201x - Present  
**Glassboro Community College**, Pitman, NJ

- Assist professor with Urban Enterprise Zone research project.
- Tutor students in accounting, maintain class records, and correct papers.

**BOOKKEEPER** Summer 2008, 2009  
**Laurel Museum**, Mullica Hill, NJ

- Verified and entered details of financial transactions into computer system.
- Balanced books and compiled statistical reports.
- Calculated general ledger and employee wages.

**ADDITIONAL EXPERIENCE**

**SALESPERSON** Summer 2007  
**Old Navy**, Clayton, NJ

- Performed sales duties while coordinating store displays and floor moves.

**REFERENCES**

Available Upon Request

*Sample of a Combination Resume – list education and employment in reverse chronological order within appropriate categories.*

**Abigail B. Gettingajob**  
225 Salary Survey Lane  
Medford, NJ 08092  
609-779-0987  
Gett9485@rowan.edu

**OBJECTIVE:** To obtain an entry-level business management position.

**EDUCATION:** **Bachelor of Science, Business Administration** May 201x  
Rowan University, Glassboro, NJ  
Specialization: Management  
GPA: 3.5, Dean's List, Cum Laude

**COURSE HIGHLIGHTS:** Organizational Behavior, Integrated Software for Business, Management Information Systems, Operations Management, Management of Human Resources, Legal Environment of Business, Organizational Behavior

### PROFESSIONAL EXPERIENCE

#### Management/Supervision

- Exercised total supervisory responsibility for specialty retail merchandiser.
- Maintained time sheets.
- Managed and coordinated special promotions.
- Implemented employee disciplinary and termination procedures.
- Maintained loss prevention reports.
- Supervised merchandise displays.

#### Human Resources Administration

- Coordinated trip reduction survey results.
- Conducted staffing interviews.
- Managed accident reports.
- Assisted in devising personnel policies.
- Assisted in the implementation of employee orientation.
- Contributing reporter for company newsletter.
- Maintained employee benefits database.

### EMPLOYMENT HISTORY

**Management Intern** Tyco Toys, Marlton, NJ 201x - Present  
**Assistant Manager** The GAP, Marlton, NJ 200x – 201x

**COMPUTER SKILLS:** Microsoft Office, Internet, Excel, DOS.

**PROFESSIONAL ASSOCIATIONS:** Society of Human Resource Management, Rowan University Student Chapter, Vice President; Career Fair Chairperson; Tri-State Human Resource Management Association, Member.

**ACTIVITIES:** Pi Sigma Alpha, Secretary;  
American Red Cross, Volunteer.

*Sample of an Education Resume – list education and experience in reverse chronological order within appropriate categories.*

**Wanda Teacher**  
12 Wantajob Lane  
Lindenwold, NJ 08091  
856-256-0009  
wteacher@comast.net

### CAREER OBJECTIVE

Seeking an elementary education teaching position in southern New Jersey.

### EDUCATION

**Bachelor of Arts, Elementary Education / History** May 201x  
Rowan University, Glassboro, NJ  
GPA – 3.9, Summa Cum Laude anticipated, Dean's List  
**Certificate of Eligibility with Advanced Standing** anticipated

**Associate in Arts, Early Childhood Education** May 201x  
Burlington County College, Pemberton, NJ  
GPA – 3.5

### STUDENT TEACHER

**Student Teacher**, School #4, Maple Shade, NJ Spring 201x  
Taught 4<sup>th</sup> grade students using manipulatives and multi-sensory approaches in mathematics and science lessons. Utilized cooperative learning, assertive discipline and whole language approaches. Integrated curriculum to meet the needs of three inclusion students.

### PRACTICUM EXPERIENCE

**Practicum Teacher**, Fleetwood School, Mount Laurel, NJ Fall 200x  
Assisted classroom teacher with individual needs of students. Served as a volunteer aide during semester break. Co-directed musical production of "Alice in Wonderland"; constructed scenery and costumes.

### RELATED EXPERIENCE

**Math Tutor**, 1<sup>st</sup> Grade Fall 201x - Present  
Tutored grade school students in math. Designed and created a "Math for Fun" workbook.

**Substitute Teacher**, Certified K – 12, Burlington County, NJ Fall 200x  
Responsible for several long-term substitute positions, including organization and implementation of lesson plans, correcting papers and recording grades.

**Religious Education Teacher**, Our Lady Queen of Peace, Sewell, NJ Spring 201x - Present  
Responsible for implementing curriculum to 3<sup>rd</sup> grade students in preparation for their first Holy Communion.

### HONORS

Kappa Delta Pi Honor Society  
James M. Lynch, Jr. Scholarship Award – \$1,000.00

### ACTIVITIES

Student Member, New Jersey Education Association  
Panelist, New Jersey Association of Teacher Educators

### WORK EXPERIENCE

**Sales Person**, Rainbow Shop, Burlington Center, Burlington, NJ August 200x - Present  
Presently on call as mascot – The Rainbow Bear

**PORTFOLIO AND REFERENCES AVAILABLE UPON REQUEST**