

Functional Example:

Joe Smith

123 Career Street
Burnaby, BC V3X 4Y6

email: joe.smith@abc.ca

Cell: 604-555-3333

Home: 604-555-4444

Objective: To obtain a meaningful position within the Accounting Department where I can actively contribute to the company and my team.

Highlights of Qualifications:

- Advanced skills in Accpac, Simply Accounting, and SAP
- Experience in accounts payable, receivables and general ledger
- Decreased receivables by 30% within 3 months
- Successfully renegotiated account payable terms with top 5 national accounts
- Intermediate MS Word 7 and PowerPoint 7 skills
- Advanced MS Excel 7 skills
- Experience presenting to Board of Directors
- Accurate alpha/numeric data entry in excess of 9,000 keystrokes per hour

Education:

Simon Fraser University
B.A. Arts, Psychology

Graduated 1999

ABC High School
Burnaby, BC

Graduated 1995

Employment History:

ACME Restoration, Burnaby, BC
Receptionist

January 2009-Present

ABC Company, Burnaby, BC
Accounts Payable Clerk

November 2008-January 2009

123 Inc., Burnaby, BC
Inside Sales Representative

June 2007–November 2008

Telephone Company
Accounting Clerk 1

July 1999-June 2007

References available upon request