

Resume Writing Workshop

EXAMPLES OF AN EFFECTIVE COVER LETTER AND RESUME

December 1, 2009

Jane Smith
43 Meadow Lane
Seattle, Washington 98101
206-373-4456

To whom it may concern:

I am writing to express my interest in the Controller position that was advertised on Monster.com. My qualifications include 15 years of experience working as a Controller and 10 years of Deltek GCS Premier. I have performed several Deltek implementations and have provided training to employees. I have also contributed to the success of winning various lucrative government contracts.

I would like an opportunity to further discuss my qualifications in detail. I can be reached at 206-373-4456 or via e-mail at JaneSmith@yahoo.com.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Jane Smith

Jane Smith
43 Meadow Court
Seattle, Washington 98101
206-373-4456
JaneSmith@yahoo.com

SUMMARY OF QUALIFICATIONS

- 15 years experience as a Controller
- 10 years Deltek GCS Premier experience including all modules
- Government clients include DOD, US Navy, Department of Commerce

PROFESSIONAL EXPERIENCE

Cisco Financial Services, Seattle, WA
Controller

July 2008 – Present

- Prepare Company and clients Financial Statements Supervise accounting support staff
- Generate monthly government contract invoices by using **Deltek GCS Premier** Manage/Accounts Payable/Accounts Receivable for various government contracts
- Review General Ledger entries for accuracy
- Prepare Monthly Billing/Invoicing and reports
- Monitor compliance, FASB, county, state and federal regulations accounting for foundations, government contracts and grants
- Train all new staff members on office procedures

Meadowlark Finance Group, Seattle, WA
Controller

December 2006 – July 2008

- Prepared Financial Statements for all three company as well as consolidated statements using **Deltek GCS Premier**
- Supervised accounts payable and receivable personnel
- Filed all quarterly and annual reports for DOD contracts.
- Selected Vendors for Services and Products

Linden Management, Inc., Seattle, WA
Controller

November 2000 – December 2006

- Prepared Bank reconciliations 25 bank accounts
- Reconciled Ledger accounts using **Deltek GCS Premier**
- Assisted in preparation of budgets
- Performed Credit Card Reconciliation

PNGS Management Inc., Seattle, WA
Controller

January 1995 – November 2000

- Responsible for 16 companies/properties owned by the management company, nonprofits, service company and property management
- Supervised Accounts Payable personnel, property managers approved all invoices
- Prepared budgets for 16 companies
- Reviewed Rent Rolls, Cash Receipts Journals, Aged Delinquency Reports
- Responsible for Computer Maintenance Contract
- Handled complete conversion to new computer software

COMPUTER SKILLS

- MS Office Suite
- Quick Books
- Deltek GCS Premier
- Peachtree Accounting
- Great Plains Software

EDUCATION

Masters of Business Administration, *University of Washington, Seattle 1998*

Bachelor of Arts, Finance & Accounting, *University of Washington, Seattle 1995*

CONFERENCES AND PRESENTATIONS

Attendance at 2009 GSA Fiscal Practices Seminar

References furnished upon request