

### Resume #1: Chronological

**Jane Smith**  
234 Sesame Street  
Toronto, ON M9A 6X3  
647-555-9237  
janesmith@hotmail.com

#### **OBJECTIVE** (optional)

An entry-level position with Taxing Incorporated where proven experience and skills achieved through the accounting program can be efficiently applied

#### **EDUCATION**

Accounting Diploma Sept. 2003-Apr. 2005  
Humber Institute of Technology and Advanced Learning

- Dean's List, four semesters

#### **EXPERIENCE**

**Bookkeeper**, Walk in Style, Etobicoke, ON Nov. 2004-present

- **Furthering** accounting skills by auditing books for small shoe company
- **Demonstrating** attention to detail by preparing weekly sales activity reports with accuracy
- **Extending** organizational skills through managing all sales receipts, accounts payable and accounts receivable

**Administrative Assistant**, Humber College, Toronto, ON Jan. 2004-Sept. 2004

- **Analysed** survey results and **wrote** a statistical report on the success rate of students who repeat a course at Humber College
- **Advanced** technical skills by updating student files on the school's computer database
- **Strengthened** communication skills by responding to inquiries by phone and e-mail

**Cashier and Manager**, Shoppers Drug Mart, Toronto, ON Dec. 2001-Aug. 2003

- **Proved** leadership skills through training new employees
- **Improved** communication skills through interacting with customers
- **Developed** management skills by facilitating scheduling of employee shifts and hours

#### **VOLUNTEER EXPERIENCE**

**Peer Tutor**, The Math Centre, Humber College, Toronto, ON Feb. 2004-Mar. 2005

- **Educated** students who had difficulties in mathematical subjects

**Orientation Leader**, Humber College, Toronto, ON Sept. 2004

- **Guided** first year students and **familiarized** them to a new environment
- **Coordinated** events during the orientation week for new students

#### **AWARDS & ACTIVITIES**

- Math Proficiency Award, received from Humber College, 2005
- Entrance Scholarship, received from Humber College, 2003
- Vice-president, Math Team, Humber College, Toronto, Ontario, Sept. 2003-Apr. 2005
- Member, Debate Team, Humber College, Toronto, Ontario, Jan. 2004-Dec. 2004
- Languages: English, French, and Spanish

Resume #2: Functional

**Jane Smith**  
234 Sesame Street  
Toronto, ON M9A 6X3  
647-555-9237  
janesmith@hotmail.com

### OBJECTIVE (optional)

An entry-level position with Taxing Incorporated where proven experience and skills achieved through the accounting program can be efficiently applied

### EDUCATION

Accounting Diploma Sept. 2003-Apr. 2005  
Humber Institute of Technology and Advanced Learning

- Dean's List, four semesters

### COMMUNICATION SKILLS

- **Analysed** survey results and **wrote** a statistical report on the success rate of students who repeat a course for Humber College's Math department
- **Presented** speeches in front of prospective students and their parents for Humber College's Orientation Week
- **Participated** in debates with the Humber College Debate Team
- **Developed** fluency in English, French, and Spanish

### LEADERSHIP/MANAGEMENT SKILLS

- **Managed** auditing books at Walk in Style, a small shoe company
- **Trained** new employees at Shoppers Drug Mart
- **Led** the Humber Math Team to regional and provincial competitions as Vice President; **won** gold and bronze respectively
- **Tutored** students with difficulties in mathematical subjects at Humber College

### ORGANIZATIONAL SKILLS

- **Organized** sales receipts, accounts payable and accounts receivable for Walk in Style
- **Scheduled** and **managed** Humber College's Orientation Week for prospective students
- **Coordinated** events during Orientation Week for new students at Humber College
- **Balanced** school work, extracurricular activities, part-time and volunteer work

### EMPLOYMENT (optional)

- Walk in Style, Etobicoke, Ontario 2004-present
- Humber College, Toronto, Ontario 2004
- Shoppers Drug Mart, Toronto, Ontario 2001-2003

### AWARDS & ACTIVITIES

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- Entrance Scholarship, received from Humber College, 2003
- Vice-president, Math Team, Humber College, Toronto, Ontario, Sept. 2003-Apr. 2005
- Member, Debate Team, Humber College, Toronto, Ontario, Jan. 2004-Dec.2004

Resume #3: Combination

**Jane Smith**  
234 Sesame Street  
Toronto, ON M9A 6X3  
647-555-9237  
janesmith@hotmail.com

### OBJECTIVE (optional)

An entry-level position with Taxing Incorporated where proven experience and skills achieved through the accounting program can be efficiently applied

### QUALIFICATIONS

- Outstanding ability to work independently or as part of a team
- Over two years of experience in the financial field
- Strong foundation in Windows Operating Systems and Microsoft Office
- Keyboard 75 wpm with accuracy
- Languages: English, French and Spanish

### EDUCATION

Accounting Diploma Sep. 2003-Apr. 2005

Humber Institute of Technology and Advanced Learning

- Dean's List, four semesters

### EXPERIENCE

**Bookkeeper**, Walk in Style, Etobicoke, ON Nov. 2004-present

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**Administrative Assistant**, Humber College, Toronto, ON Jan. 2004-Sept. 2004

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- Member, Debate Team, Humber College, Toronto, Ontario, Jan. 2004-Dec.2004

### Cover Letter #1: Solicited

234 Sesame Street  
Toronto, ON M9A 6X3

April 1, 2006

Ms. Angela R. Colalingo  
Manager, Human Resources  
Taxing Incorporated  
907 McBankers Road  
Toronto, ON M3L 7Y1

Dear Ms. Colalingo:

I am replying to your advertisement, appearing in the Classifieds section of *The Toronto Star* on March 17, 2006, regarding the position of an assistant auditor with Taxing Incorporated. As part of your team, I am confident that my organizational, communication, and leadership skills will be a great asset to you.

As indicated on my attached résumé, you can see that I am a recent graduate from Humber College with a diploma in accounting. Furthermore, I have previous experience in the financial field. Working for a small shoe company, I was responsible for all the financial duties such as auditing as well as preparing weekly sales reports. I have also built a strong foundation in this field through past experience consisting of analysing surveys, organizing files on a computer database, and training new employees, as well as leading the school's math team to win gold and bronze medals in the regional and provincial competitions.

In addition, my fluency in English, French and Spanish will enable me to easily interact with different clientele when necessary. As a result, I am positive that the knowledge I have gained from my past roles will allow me to be successful when working for Taxing Incorporated.

I thank you, Ms. Colalingo, for your time and consideration. It would be my pleasure to meet you to further discuss my qualifications. Please reach me at (647) 555-9237 or [janesmith@hotmail.com](mailto:janesmith@hotmail.com) to set up an interview at your convenience.

Sincerely,

Jane Smith

Cover Letter #2: Unsolicited

234 Sesame Street  
Toronto, ON M9A 6X3

April 1, 2006

Ms. Angela R. Colalingo  
Manager, Human Resources  
Taxing Incorporated  
907 McBankers Road  
Toronto, ON M3L 7Y1

Dear Ms. Colalingo:

It is printed in the *Toronto Star* today that your company, Taxing Incorporated, is opening a new location in Mississauga because of the high demands for your services in Toronto as well as the surrounding cities. It has come to my attention that you will require experienced, responsible and a committed individual to manage all your new financial paperwork: an individual like me.

As indicated on my attached résumé, you can see that I am a recent graduate from Humber College with a diploma in accounting. Furthermore, I have previous experience in the financial field. Working for a small shoe company, I was responsible for all the financial duties such as auditing as well as preparing weekly sales reports. I have also built a strong foundation in this field through past experience consisting of analysing surveys, organizing files on a computer database, and training new employees, as well as leading the school's math team to win gold and bronze medals in the regional and provincial competitions.

In addition, my fluency in English, French and Spanish will enable me to easily interact with different clientele when necessary. As a result, I am positive that the knowledge I have gained from my past roles will allow me to be successful when working for Taxing Incorporated.

I thank you, Ms. Colalingo, for your time and consideration. It would be my pleasure to meet you to further discuss my qualifications. I will call you during the week of April 19 to set up an interview at your convenience.

Sincerely,

Jane Smith