

23 Wilson Street
Ngunnawal ACT 2649

14 September 2007

Mr James Vinson
Recruitment Officer
Department of Health
GPO Box 123
Canberra ACT 2601

Dear Mr Vinson,

**Graduate Accountant
Payments and Reporting Branch
Department of Health
Position No: 2006/AS45**

I am writing to apply for the above position which was advertised on the University of Canberra Careers website on Monday 27 March 2006.

I enclose the following in support of my application:

- Resume, including referee contacts.
- Statement addressing selection criteria
- Statement of academic record

I hold a Bachelor of Commerce, with a major in Accounting, from the University of Canberra. I graduated in December 2006.

The position of Graduate Accountant interests me as it is in the area of payments control. During my university studies, I completed several projects on payments control and found it an interesting area to work in.

I have work experience in accounting, having spent two weeks in the Accounts Section of Killiam and Collins, an ACT legal services firm and one month with Bannister and Associates, a major accounting firm in Sydney.

I welcome the opportunity to discuss my suitability at interview and can be contacted on 0423 123 123 at any time.

Yours sincerely,

Karen Mercier

Karen Mercier

Resume of Karen Mercier (Example)

PERSONAL DETAILS

Name: Karen Mercier

Address: 23 Wilson St
Ngunnawal ACT 2649

Phone: (02) 6252 1234 (Home)
0423 123 123 (Mobile)

Email: Karen.mercier@bigpond.com.au

OBJECTIVE *(Optional)*

I am looking for a graduate entry position in accounting or financial services industry so that I can apply the knowledge and skills gained during my academic studies.

EDUCATION

2006 **Bachelor of Commerce (Accounting)**
University of Canberra

2003 **Associate Diploma in Financial Services**
Canberra Institute of Technology

EMPLOYMENT HISTORY

Current **Administration Assistant, Accounts Section**
Brennan & Associates, Belconnen ACT

- Reception/ front office clerical duties
- Daily reconciliation, banking
- Accounts receivable
- Electronic and paper filing of accounts documents

2003 to 2004

Retail Assistant

David Jones, Belconnen ACT

- Providing service and assistance to clients
- Cash handling and processing skills
- Knowledge of company policy and procedures
- OH&S awareness

WORK EXPERIENCE / VOLUNTEER WORK *(Note: unpaid work).*

Current

Under 10s Girls' Hockey Coach

Tuggeranong Valley Hockey Club

- Skills development and drills
- Interacting with players and parents
- Coordinating trainings and match times

April 2003

Administration Assistant

Smith and Wesson Co Ltd

- Reception duties
- Drafting office correspondence
- Electronic and paper filing
- Maintenance of office supplies and equipment

OTHER QUALIFICATIONS AND TRAINING *(usually within the last 5 years).*

2005

Certificate in MYOB (Intermediate)

Career Computer College, Sydney

2003

Basic Certificate in Instructional Skills

Northpoint College of TAFE, Sydney

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

Member, Association of Graduate Accountants

Associate Member, Australian Financial Services Institute

INTERESTS *(Note: think about 'transferable skills' such as teamwork & communication)*

Team sports (hockey coach/player), travelling in 3rd world countries.

REFEREES

Ms. Lee Brennan

Senior Partner
Brennan & Associates Pty Ltd
23 Williams St
Belconnen ACT 2616

T: (02) 3224 5780

Dr Dee Coombs

Lecturer in Accounting
Division of Business Studies
University of Canberra
Bruce ACT 2617

T: (02) 6123 4567