**James Smith**  
451 London Road,  
London SL82 4RT  
Telephone: (M) 0792 221 221 (H) 020 8994 4433  
Email: js@js.com

**Overview**

James is a numerate individual who is seeking a job as a trainee accountant with a view to achieving qualified status within three years. James has experience of working in an accountancy practice and is a reliable and trustworthy person who can work alone or as part of a team and has customer facing experience.

**Education History**

**2006-2009 - Degree in Accounting - Expected Result 2:1 - University of Manchester**   
Subjects covered: Accounting: Accounting principles, financial accounting, management accounting, taxation, auditing, Business: Business policy, foundations of business, business and information technology, business research.   
  
**2004-2006 - A Levels - Manchester College**  
Subjects and Grades: Pure Mathematics, Grade A, Physics, Grade A, Statistics, Grade A   
  
**2000-2004 - GCSEs - London Secondary School**  
Subjects and Grades: Mathematics, Grade A, English Language, Grade A, English Literature, Grade A\*, Physics, Grade A, Chemistry, Grade B

**Work Experience**

**2017 - 2 months summer job - ABC Chartered Accountants  
Accounting Clerk**

* Help prepare accounts for small business owners
* Accompanied seniors on company audits
* Prepared accounts on SAGE software accounting system
* Typed letters in Microsoft Word to customers
* Handled incoming calls into the office from clients

**2017 - 2 months summer job - XYZ Certified Accountants  
Audit Clerk**

* Accompanied accountants on company audits and audited sales and purchase ledgers
* Help prepare accounts on Microsoft Money software accounting system
* Typed letters in Microsoft Word to customers
* Produced bank reconciliations in Microsoft Excel
* Produced audit reports for small business owners
* Handled incoming calls into the office from clients

**Computer Experience**

Able to use all main Microsoft Products including Microsoft Word and Excel  
Literate user on the internet and can use HTML to make web pages.   
Basic knowledge of SAGE accounting systems and Microsoft Money.

**Hobbies and Interests**

Qualified PADI diver and school chess champion. Enjoy reading books.

**Referees**

MR AJ Smithson, Senior Partner ABC Chartered Accountants  
Tel: 0223 3400449   
  
Mrs KT Jenson, Audit Manager XYZ Accountants  
Tel: 03994 1122003