

RESUME AND COVER LETTER

BLOOPER

Top Ten Things Not to Say

1. Here are my qualifications for you to overlook.
2. ..an obsession for detail; I like to make sure I cross my i's and dot my t's.
3. My resume shows my critical career developments. I'm also including other important parts of me.
4. I am a rabbit typist.
5. Thank you for your consideration. I hope to hear from you shortly.
6. I am a quick learner, dependable and motivated.
7. I have strong experience as a manager.
8. Education: Courses in liberal arts, courses in computer science, courses in accounting.
9. My intensity and focus are at inordinately high levels and my ability to complete projects on time is unspeakable.
10. Auditing for small manufacturing companies since 1877.

Bonus Round

- Referees available upon request.
- Rabid typing skills
- I have over 25 years experience in finance and accounting...After leaving prison (for embezzlement), I became a preacher but am now seeking an accounting job.