

XXXXX X. XXXX
xxxx 9th Street Apt. #xxx
Lafayette, IN xxxxx
(xxx) xxx-xxxx ♦ xxxxx@xxx.xxx

Objective

To obtain a Tax Law Assistant position with Jones, Smith, & Schultz, LLP to help strengthen the tax practice area of your firm.

Education

Purdue University, West Lafayette, IN

Candidate for B.A. degree in English

- Focus: Professional Writing; Pre-Law
- Expected to graduate in May 2008

Work Experience

Cordaro Law Group, LLC – Tax Law, *Internship*

- Prepare case summaries, file, and perform miscellaneous tasks upon attorney's request.

*02/04 – Present
Lafayette, IN*

Delta Auto Body, *Finance Management Administrator*

- Analyze cash and check transactions, supervise customer and employee problems, and operate the central computer system.

*05/99 – Present
Lafayette, IN*

Awards/Honors

- The National Dean's List – 28th edition *03/2005*
- Member of Phi Theta Kappa, International Honor Society *02/2005 – Present*
- Pledge Professional Chair of Phi Alpha Delta *10/2005 – 12/2006*
- Active member of Phi Alpha Delta, International Law Fraternity *12/2004 – Present*

Skills

- Operating Systems: Microsoft Windows NT/XP and Macintosh OS
- Software: Microsoft Office 2000/2003/XP, Adobe Photoshop 5.5/7.0/CS, Internet Explorer, Netscape Navigator, Mozilla, Telnet, Macromedia, Pro-Law
- Bilingual in English and Spanish, proficient in Portuguese
- Punctual, hard working, and dedicated with great initiative and leadership skills

References

Michael Smith
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(xxx) xxx-xxxx

Ralph K. Kang
Delta Auto Body
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Lafayette, IN 47909
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