

November 11, 2006

**RE: Accounting Internship**

To Whom It May Concern:

I am a 4<sup>th</sup> year accounting major at New Mexico State University. I intend to graduate with my bachelor's degree in December of 2007. Throughout these four years I have put forth immense effort and been highly studious to succeed in all areas of my courses. These endeavors made me eligible to be a member of Gamma Sigma Alpha which is a National Greek Academic Society. I am in hopes that with my hard work and dedication I will be able to apply all that I have learned to thrive in any future jobs presented to me.

I work well under deadlines and enjoy all areas of the accounting field. I am looking for an opportunity to focus specifically on accountancy. I am a devoted employee who can be depended upon for accuracy, promptness, and professionalism. I work well in a team-oriented environment or alone, and I present myself in a friendly, professional manner to coworkers, superiors, and clients.

I am ambitious and energetic, and if given the opportunity, I will excel in this position. Please see my resume for more details. I look forward to further discussing what more I can offer your team.

Sincerely,

James D. Burson  
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(505) 330-3771

# *James D. Burson*

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## **OBJECTIVE**

Fourth year accounting major seeking a position as an intern to increase skills in the field of accounting

## **EDUCATION**

### **New Mexico State University**

Bachelor's in Business Accounting, December 2007

GPA: 3.2

## **RELEVANT COURSEWORK**

### **ACCT 251. Management Accounting**

I learned how to develop information for management decision making.

### **ACCT 252. Financial Accounting 1**

I learned to interpret and use financial accounting information for making financing, investing, and operating decisions.

### **ACCT 301. Financial Accounting 2**

I learned concepts, principles, and practices of financial accounting, stressing the determination of income and financial position.

### **ACCT 302. Financial Accounting 3**

I learned how to compute dilutive securities and earnings per share, investments, revenue recognition and net operating gains or losses, pension and postretirement benefits.

### **ACCT 403. Federal Taxation 1**

I learned the basic federal income tax laws; emphasis on determination of taxable income of individuals.

### **COMM 265. Principles of Human Communication**

I learned and practice of interpersonal, small groups, and presentational skills essential to effective social, business, and professional interaction.

### **BCS 338. Business information systems 1**

I learned the basic information to application, design and use of computerized information systems in the business environment

## **SKILLS/CERTIFICATIONS/HONORS**

- Outstanding Salesmen, Customer Service, and Organizational Skills
- Certified performance Tire Specialist
- Certified MAST Product Salesmen
- Member of the Kappa Sigma Fraternity
- Member of team BFgoodrich (which is a program for certified BFgoodrich salesmen)
- Recognized for ability to calm and assist irate customers
- National Greek Academic Honor Society
- Member of the Gamma Sigma Alpha

## **EMPLOYMENT HISTORY**

### **Treadworks, Inc, Farmington, New Mexico (2001 – Present)**

#### *Salesman*

I was one of the main salesmen. I assisted customer's needs with tires, service, and financing.

### **Hi-Country Chevrolet, Inc, Aztec, New Mexico (Summers of 1999 & 2000)**

#### *Car Detailer*

I took care of the cars on the car lot. I kept them clean and prepared them after a sale.

### **Boys & Girls Club, Aztec, New Mexico (February 2004 – May 2004)**

#### *Volunteer*

I assisted the workers in setting up and carrying out activities with the kids.

*References Available Upon Request*