

Zachary J. Campbell  
1726 Ohio Avenue NE  
Canton, OH 44705  
January 15, 2010

HR Manager

Dear HR Manager:

I am an undergraduate Accounting student from The University of Akron, Akron, OH. Enclosed is my resume for your review for a position as an accounting intern.

The knowledge I have gained in my accounting classes and various other business classes have made me an asset that would be beneficial to your company. I have an understanding of debiting and crediting, proper journal entries, ledger entries, adjusting entries, and the fundamental details of the Balance Sheet, Income Statement, and Statement of Cash Flows.

Outside of the business realm, I write Opinion Editorials for the University newspaper, The Buchtelite. This unique experience with argumentative and persuasive writing has honed my skills as a creative writer farther than most of my peers, offering more value to you as an employer.

As a football player, I entered college as a walk-on, eventually gaining a scholarship and a starting position. Hard work, dedication, and time management are things that come naturally to me and these are qualities that I would most certainly apply to an internship if you would have a position for me.

If you have any questions for me I would be happy to answer them over the phone or through email, which ever means would be most convenient for you.

Thank you for your time and consideration.

Sincerely,

Zachary J. Campbell

# Zachary J. Campbell

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1726 Ohio Avenue NE, Canton, OH 44705  
zjc.campbell@gmail.com 330.313.5437

## *Objective*

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To obtain an internship in the Accounting field from May 17, 2010 to August 4, 2010 in order to gain the valuable experience necessary to better myself and increase my value to future employers

## *Education*

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Junior, University of Akron

Major: Accounting Minor: Economics

GPA: 2.92

Dean's List- Spring, Fall 2009

Have completed Accounting I, Accounting II, Intermediate Accounting I, Microcomputer Applications, Honors Marketing, International Business, Honors Quantitative Business Analysis I & II

- Honors Marketing: Worked on a marketing research project and presentation for the Goodyear Tire and Rubber Co., surveying Goodyear's entire client list to develop a solution selling strategy

## *Athletics*

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Punter, University of Akron

Preferred Walk-on in Fall 2007

Placed on Scholarship in Fall 2009

## *Employment*

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Opinion Writer The Buchtelite, University of Akron Student Newspaper Fall 2008 – Fall 2009

- Write Opinion articles for the bi-weekly printing of the paper
- Respond to campus, local, and national political issues

Server Rockne's Restaurant Massillon, OH 12/2007 - 7/2009

- Responsible for opening and closing restaurant
- Waited on tables, took orders, served customers
- Handled and counted all money necessary for transactions

Auto Detailer Advanced Auto Body Canton, OH Summer 2004 - Summer 2009

- Cleaned interior and exterior of customer cars
- Would clean specific customer cars when careful detail was needed
- Drove cars to and from customers' homes or dealers

## *Skills*

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Proficient in Word, Excel, PowerPoint, Access