

First & Last Name

TITLE/DESIRED TITLE

HOW TO REACH ME:

Home: 123-456-7890

Cell: 123-456-7890

hello@reallygreatsite.com

City, State, Country 12345

inkedIn: @reallygreatsite

CAREER OBJECTIVE OR PROFESSIONAL SUMMARY

Talk about what type of position you're seeking and why you would excel at it. Example: I am a certified public accountant with 15 years experience in cost budgeting for multinational companies. I am currently seeking opportunities for a managerial role.

PROFESSIONAL SKILLS

Financial Reporting

Payroll Accounting & Tax Computations

Standard Cost Analysis

System Automation

Accounts Receivable

Accounts Payable

WORK EXPERIENCE OR PROFESSIONAL EXPERIENCE

Senior Accountant

Stratford Accounting | Sept. 2019 to present

- Reviews all ledgers and annual budget reports. A project that is measureable here! It should reflect numbers.
- Prepares journal entries for year-end audits
- Trains new accountants on accounting protocol. *Try to keep the bullet points short, sweet and to the point.

Staff Accountant

Bijou Business Group | Aug. 2017 to Aug. 2019

- Created monthly financial statements
 - Assisted in implementing a new internal automatic accounting system
 - Resolved discrepancies with existing accounts
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EDUCATIONAL TRAINING

Finchworth University

Bachelor of Science in Accountancy

- Graduated with GPA of 3.850
- President, Finchworth Honors Society
- Managing Editor, Finchworth Observer

Charlotte High School OR Certifications / Accolades (Whichever if applicable to you and the job you're applying for.)

Diploma with Academic Distinction

- Graduated class valedictorian
- Champion, Finchworth County Math Quiz
- President, FHS Photography Club