First Last Name

Title

|  |  |  |  |
| --- | --- | --- | --- |
| address17_1.pngCity, State Zip | phone8.png897.555.2889 | email4.png firstname@gmail.com | web17_1.png http://linkedin.com/firstna |

SUMMARY

Write a summary of what defines you as a professional in your field. Include how many years as a professional you have been in that field that you are applying for. Specify your skills that match the job that you are applying for.

AREAS OF EXPERTISE

|  |  |  |
| --- | --- | --- |
| * ­­Organization
 | * ­Accuracy
 | * ­Cost control
 |
| * ­­Time management
 | * ­Speed
 | * ­Follow-through
 |
| * ­­Creativity
 | * ­Communication
 | * ­Decision-making
 |

PROFESSIONAL EXPERIENCE

**Company | City, State**

*Statement about company worked for – include annual revenue and type of business.*

**Title** Mar 2016 - Mar 2019

* Bullet-specific accomplishments for that employer.
* Bullet-specific accomplishments for that employer.
* Bullet-specific accomplishments for that employer.
* Bullet-specific accomplishments for that employer.
* Bullet-specific accomplishments for that employer.
* Bullet-specific accomplishments for that employer.

**Company | City, State**

*Statement about company worked for – include annual revenue and type of business.*

**Title** Jan 2014 - Mar 2016

* Bullet-specific accomplishments for that employer.
* Bullet-specific accomplishments for that employer.

**Company. | City, State**

*Statement about company worked for – include annual revenue and type of business.*

**Title** Jan 2007 - Mar 2014

* Bullet-specific accomplishments for that employer.
* Bullet-specific accomplishments for that employer.

CERTIFICATION

**University/College**

**Certificate Earned** 2012

EDUCATION

**University/College**

**Bachelor of Arts, Accounting** 2006