

Your Name Here

55 Scenic Road • Anytown, FL 55555 • (555) 123-1234 • your_name@email.com

Job Title

Highly organized and diligent professional drawing upon ten years of experience in accounting and finance to contribute to smooth and productive operations. Collaborate cross-functionally across organizational levels to build consensus, track benchmark achievement, and troubleshoot emerging issues.

- Core Competencies -

- Bookkeeping: AP, AR, Account Reconciliations, Payroll
 - Oral and Written Communications
 - Federal and State Tax Preparation
 - Office Administration
 - Positive Teamwork and Collaboration
 - QuickBooks and Microsoft Office Suite
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PROFESSIONAL EXPERIENCE

Crabtree Professional Accounting Services, Inc., Anytown, FL

Account Manager (May 2000 – Present)

Handle and optimize all administrative operations for 7-physician medical practice. Scope of responsibilities includes: accounts receivable / payable, accounting, budget review, and preparation of financials for CPA. *Selected Contributions:*

- ♦ Eliminated backlog in financial reporting responsibilities within **25 days of initial hiring**.
- ♦ Successfully project-managed acquisition and installation of state-of-the-art healthcare billing software that reduced errors **by 30%**.

Augustine's Hardware, Anytown, FL

Accountant (August 2008 – October 1999)

Skillfully performed all office accounting tasks for small hardware store. Gathered and analyzed financial data, and processed accounts payable, accounts receivable, and payroll for workforce of 35 personnel.

Selected Contributions:

- ♦ Created monthly and annual budget and forecast reports that contributed to a **5% decrease in annual expenditures**.
 - ♦ Migrated accounting system to a new software provider and integrated all accounting, bookkeeping, tax, and payroll functions into the new system.
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EDUCATION & CREDENTIALS

FlorAny College, Anytown, FL

Bachelor of Science in Accounting, 1999

Graduated Magna cum Laude

Your Name
Your Street Address
City, State, Zip Code
Phone Number and/or Cell Number
Email
LinkedIn URL

Summary

Identify the employer **Job Title** and a tagline that shows you are a great fit for the position. From there sum up the top 3 skills and qualifications you offer to the position you are seeking. This may include your recent or pending graduation and two other top assets that match the employer job requirements.

Skills and Qualifications

- 4th top skill or qualification that matches the employer job requirements
- 5th top skill or qualification that matches the employer job requirements
- 6th top skill or qualification that matches the employer job requirements

Education

School or College
Type of Degree
Year of Graduation
City, State

Key Accomplishments

- Top key accomplishment related to the job you are interested (preferably with numbers to quantify results of your efforts)

Internship/Externship/Practicum/Volunteer History

Name of Company (non-paid)
Title of Position
Month/Year to Month/Year
City, State

- Include duties that are relevant to the position being applied for

Work History

Name of Company
Title of Position
Month/Year to Month/Year
City, State

- Include duties and key words relevant to the position being applied for (this may include additional accomplishment statements with numbers to quantify results)

Military Experience (If applicable)

Branch of Service
Honorable Discharge
Veterans Preference

Jane Doe
Your Street Address
City, State, Zip Code
Phone Number
Email Address
LinkedIn or Personal Website URL

Professional Summary

Identify the employer **Job Title** and a personal tag line that aligns you with the position. From there, summarize the top 3 skills and qualifications you offer to the position

Skills and Qualifications

- Fourth top skill or qualification that matches the employer job requirements
- Fifth top skill or qualification that matches the employer job requirements
- Sixth top skill or qualification that matches the employer job requirements
- Additional skills or qualifications as needed based on the job requirements

Key Accomplishments

- Top key accomplishment related to the job you are interested in (preferably with numbers to quantify results of your efforts)

Work History

- | Name of Company | Month/Year to Month/Year |
|---|---------------------------------|
| Title of Position | City, State |
| <ul style="list-style-type: none">• Includes duties and keywords relevant to the position being applied for (this may include additional accomplishment statements with numbers to quantify results)• Additional job duties related to the position to which you're applying | |

Education and Training

School or College	Type of Degree	City, State
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Military Experience (If applicable)

Branch of Service	Honorable Discharge	Veterans Preference
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