

 **Your Name Here (size 18 font, bold) (MBA, CPA)**

**E: Name@email.com C: 123-456-7890 City: Los Angeles, CA (size 12 font, bold)**

**Brief summary of your experience, i.e., “A passionate and dedicated accountant professional, with over three years of accounting experience, looking for new growth opportunities.” (no more than 3-5 lines in size 11 font)**

# EDUCATION (Goes at the end if you’ve been in a career for 6+ years) (size 12 font, capitalized and underlined)

**Add the University Name (size 11 font and bold)**

**Add your Degree i.e. B.S. Economics majoring in Accounting/Finance/Economics (size 11 font) Certified Public Accountant in California (License Number: 123456) (size 11 font and bold)**

**CPA Candidate (Passed 2 exam finals in May 2020) (size 11 font and bold)**

# EXPERIENCE (Size 12 font, capitalized, bold, and underlined)

**Company Name (size 11 font and bold). (City, State) September 2019 to Present (Date should be size 10 font and bold)**

**Job Title (Size 10 font, italicize)**

**Add a description of the company along with a small summary of your role. (Keep this short, brief and no more than 2 lines) – (Size 10 font, bold, gray color, and italicized) Make sure the role is written in**

**present tense.**

* **Add your job descriptions here (Add a minimum of 5 examples that break down your role)**
* **Add your job descriptions here (Add standard job requirements, major accomplishments, key initiatives, statistics of improvements or cost savings.)**

**RFL: (Reason for Leaving) Add a one line response if the role was under 2 years. Keep it short and unemotional.**

## Company Name (Promotion Example), (City, State) – (Size 11 font) July 2017-September 2019

* **Promoted to Job Title (Add dates to the promoted position in bold) June 2018 – September 2019 Add a description of the company along with a small summary of your role. (Keep this short, brief and no more than 2 lines) – (Size 10 font, bold, gray color, and italicized) Make sure the role is written in**

**past tense.**

* **Add your job descriptions here (Add a minimum of 5 examples that break down your role)**
* **Add your job descriptions here (Add standard job requirements, major accomplishments, key initiatives, statistics of improvements or cost savings.)**

### Job Title (Size 10 font, italicize) July 2017-June 2018

**Add a description of the company along with a small summary of your role. (Keep this short, brief and no more than 2 lines) – (Size 10 font, bold, gray color, and italicized) Make sure the role is written in past tense.**



* **Add your job descriptions here (Add a minimum of 5 examples that break down your role)**
* **Add your job descriptions here (Add standard job requirements, major accomplishments, key initiatives, statistics of improvements or cost savings.)**

**RFL: (Reason for Leaving) Add a one line response if the role was under 2 years. Keep it short and unemotional.**

**ADDITIONAL JOBS (Anything before 2000’s does not require a job description unless it’s from a Big 4 accounting firm)**

# SOFTWARE (Please add all software skills) (size 12 font, capitalized and underlined)

**(size 11 font) QuickBooks Online, Excel (i.e. VLOOKUPS, Pivot Tables, SUMIFS), Word, PowerPoint, ADP Payroll / PayChex & SAP**

**BILINGUAL (Equipped to read and write) (size 12 font, capitalized and underlined)**

## i.e., Spanish, Chinese, Tagalog, Vietnamese, Korean, Farsi, Japanese, and Russian (size 11 font)