



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

E: [Name@email.com](mailto: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)