**First Name Last Name**

Address

Phone number

Email address

**Summary of Qualifications**Enter soft skills here:

**Professional Experience
\****We prefer roughly ten years experience but if you have a position that covers more than ten years, you can certainly include it as long as it doesn’t go over two pages*

**Company Name, City, State • Dates of Employment**

***Position Title***

* First 4-5 bullet points regarding job responsibilities
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* First 4-5 bullet points regarding job responsibilities
* Next 2-3 bullet points on things you did above and beyond your job description
* Specifically things you made, saved or achieved for the company
* These could be process improvements, creating manuals, saving a big client, reducing costs, etc

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**Education***\*Please note that if you have been in school longer than you have professional experience, you should list Education at the top of the resume instead of at the bottom. For accounting grads if you have 150 hours and are eligible to sit for CPA exam, please include on resume*

**School, Degree, Discipline (Major and/or Minor)**

**Software Skills**List software skills and either the number of years experience working in them or the level (basic, intermediate or advanced) to where you would classify yourself. As in your work experience, it’s not important to list various software you worked with more than ten years ago.

**Professional Organizations**Try to stick strictly with professional organizations if possible