



RESUME TEMPLATE—PROFESSIONAL

FULL NAME

City, State | Contact No. | Email

www.linkedin.com/in/your-linkedin-profile

PROFESSIONAL SUMMARY (BOLD)

Resume statements essentially are just a few short, well worded, well-targeted sentences that summarize your skills and experiences.

RELEVANT SKILLS & QUALIFICATIONS (BOLD)

- Bilingual: English/Spanish
- Proficient in Microsoft Office Suite
- Technical Skill
- Technical Skill
- Technical Skill

PROFESSIONAL EXPERIENCE

Company Name—City, State

Date - Date

Position Title (BOLD)

- List out in BULLET POINT FORM
- Use the SAR Model to develop Accomplishment Statement (Situation, Action, Result)
- DO NOT just list duties performed – think about what you ACCOMPLISHED in that role
- Start accomplishment statements with strong action verbs that highlight a particular strength
- What actions did you take and what skills did you learn from the job?
- Include accomplishments where you can quantify (i.e. the amount of \$ raised, number of people served, number of employees managed, increase or decrease in %, etc.)
- Add in quantifiable measures to make your statement reflect a result/productivity
- Use at least 3-5 bullet points per job experience

Company Name—City, State

Date - Date

Position Title (BOLD)

- Use a variety of action verbs for each job and bullet point in order to convey a wide skill set
- Use complete statements and be as specific as possible
- Think about experiences on the job that will make you stand out from other competitors
- Include any leadership skills demonstrated on the job

EDUCATION (BOLD)

Degree, Major - School/Institute, City, State

Date



RESUME SAMPLE—CHRONOLOGICAL

Imap Rofessional

Fremont, CA | 510.123.4567 | email@ohlone.edu

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SUMMARY: Recent college graduate with internship experience at competitive Silicon Valley companies. Seeking to leverage exceptional accounting skills and academic knowledge to gain the entry-level accounting position at your firm. A dedicated, competent, and detail-oriented individual with the capacity to go beyond what is expected and achieve company goals.

RELEVANT SKILLS & QUALIFICATIONS

- B.S. in Business Administration-Accounting
- Proficient in Microsoft Office (Excel, Word, PowerPoint, and Outlook)
- Familiar with automated accounting systems including ERP
- Excellent mathematical skills
- Capable of analyzing trends and variances

PROFESSIONAL EXPERIENCE

Sunpower—San Jose, CA

12/2017—05/2018

Accounting Intern

- Helped manage payroll and the registration of employees to Jobs and Pensions services for our 150+ employees
- Reviewed, prepared, and issued bills and invoices from over 300+ clients
- Assisted with incoming earnings and outgoing payments
- Organized files, records, cash, and cash equivalents to comply with policy and procedure

Infineon Technologies—San Jose, CA

05/2013—07/2013

Finance Intern

- Helped prepare company debit and credit documents for 4% of our client base
- Analyzed financial data to ensure it was recorded and reconciled
- Conducted ad hoc financial analysis under senior accountant supervision
- Assisted in daily and weekly audits of accounts, vouchers, and statutory records

EDUCATION

B.S in Business Administration, Concentration in Accounting

Spring 2018

San Jose State University, San Jose, CA—GPA: 3.5



RESUME SAMPLE—FUNCTIONAL pg1

Imap Rofessional

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SUMMARY: Financial Specialist with over 8 years of experience in customer service, preparation of credit proposals, financial analysis, and credit agreements. Managing a portfolio of more than 100 corporate clients. Strong background in accounting principles, data meaning and data management, negotiation and sales. Strong background in Oracle JD Edwards Enterprise One with a working knowledge of financial applications, accounting, and banking software. Advanced background in PowerPoint, Excel, Word, and Outlook. Demonstrated ability to multitask and manage projects with conflicting priorities. Bilingual: English/Spanish.

ACCOUNTING KNOWLEDGE & EXPERTISE

Financial Analysis

- Prepared, examined, and analyzed an average of 100 accounting records, financial statements, and financial reports on a weekly basis to assess completeness, conformance to reporting and procedural standards with 100% accuracy.
- Analyzed business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses to over 50 accounts on a monthly basis.
- Performed financial calculations on a monthly basis to Executive Manager, including but not limited to amount dues, interest charges, balances, discounts, equity, and principal for all accounts.
- Prepared and processed payroll information for 55 internal employees.
- Computed deductions for income and social security taxes for all employees.
- Calculated and prepared checks for utilities, supplies, and other operational expenses.

Data Management

- Matched an average of 25 order forms with invoices and complied sales reports on a daily basis.
- Correlated incoming and outcome documents with the same correspondence code.
- Managed all accounting reports utilizing Microinvest accounting software.
- Created debt management plans, spending plans, and budgets to assist clients to meet financial goals.
- Prepared reports to send to customers whose accounts were delinquent, and forwarded irreconcilable accounts for collector action.
- Recorded information about financial status of customers and status of collection efforts.

Project Management

- Outreached an average of 200 new clients a month with an average of 7 new opened loans a month.



RESUME SAMPLE—FUNCTIONAL pg2

- Analyzed applicants' financial status, credit, and property evaluation to determine feasibility of granting loans.
- Obtained and compiled copies of loan applicants' credit histories, corporate financial statements, and other financial information.
- Prepared loan proposals and submitted to approval departments for business loans in a timely manner to meet deadline goals.
- Met with an average of 50 applicants a month to obtain information for loan applications and to answer questions about the process in order to maintain company numbers.
- Reviewed loan agreements to ensure that they are complete and accurate according to bank policies.

PROFESSIONAL EXPERIENCE

Account and Office Manager , Alameda County—Parks and Recreation	2014— 2018
Accountant , JP Morgan	2013— 2014
Business Load Consultant , Citi Bank	2011— 2013
Credit Specialist , Berkshire Hathaway	2005— 2011

EDUCATION

- **Master of Arts, Finance**—Berekely, CA **2004**
University of California, Berkeley
- **Bachelor of Arts, Business Administration**—San Jose, CA **2003**
San Jose State University

TRAINING

- Sales & Marketing**—Citi Bank
- QuickBooks**—JP Morgan