

PETER JONES

PROFESSIONAL TITLE

City, ST 10007 | 000-123-4567 | youremail@email.com

PJ

PROFESSIONAL VALUE STATEMENT. Summarize your professional experience. 4-5 lines maximum.

Write your professional value statement that summarizes your professional experience, qualifications, and skills. Using a summary statement isn't a must, but it can be a great way to set the hiring manager or recruiter's expectations. Include 4-5 lines of information that tells a little about your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

SKILLS

Financial Reporting | Budget Management | Finance and Accounting | FRS Accounting
Compliance & Audits | Risk Management | GAAP Analysis | Financial Planning | Forecasting
Change Management | Internal Control | Revenue Recognition | Cross Team Collaboration

Year - Year

COMPANY NAME | JOB TITLE | CITY, ST

- List up to 10-15 years of relevant work experience on your resume.
- Include responsibilities and experiences that align with the key skills and job requirements listed by the employer.
- Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines per bullet point.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization.
- EXAMPLE: Created social media and marketing strategies for company brand that grew client base by 65%.
- Negotiated and saved an at-risk client and successfully signed a \$2M, 5-year deal.

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EDUCATION

Master of Business Administration, Phoenix University

Bachelor of Science, Finance and Accounting, New York University, Buffalo, NY

CERTIFICATIONS

Certified Financial Planner | Chartered Financial Analyst | Financial Planning Certification

SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Outlook) Qlik View, SAP, SAS, ORACLE