

# [Full Name]

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[Address, City, State, Zip] • [Home Phone #] • [Email Address] [cell Phone]

**Qualifications Summary** [Explain your career expertise. This area is a snapshot of your background.]

- Bullet point areas of expertise
- Experience with systems, Sarbanes Oxley etc.

**Experience** [Job Title]  
[Company Name, City, State]

[Description of Company, what company does, number of employees, size of company]

Dates in position [Optional Brief Description]

(include month and year)

- [Job responsibility or achievement]
- [Job responsibility or achievement]
- [Job responsibility or achievement]

Dates in position [Job Title]  
[Company Name, City, State]  
[Description of company, what company does, number of employees, size of company]

[Optional Brief Description]

- [Job responsibility or achievement]
- [Job responsibility or achievement]
- [Job responsibility or achievement]

Dates in position [Job Title]  
[Company Name, City, State]  
[Company description]

[Optional Brief Description]

- [Job responsibility or achievement]
- [Job responsibility or achievement]

- [Job responsibility or achievement]

## **Education**

[Degree Earned, Credit Hours Completed Toward Degree, or High-School Grade Completed. If Education is your most important asset, move it before Experience.]

[School Name, City, State]

- [Award, accomplishment, curricular activity, minor, advanced-degree credit hours completed, etc.]
- [Award, accomplishment, curricular activity, minor, advanced-degree credit hours completed, etc.]
- [Award, accomplishment, curricular activity, minor, advanced-degree credit hours completed, etc.]

## **[Optional]**

[Optional section, such as for military experience, special skills, interests, or whatever you think is important. If it's very important, move this section up higher in your resume. Otherwise, delete this section from the resume template.]

- [Optional 1]
- [Optional 2]
- [Optional 3]

## **References**

References available on request [That's all you need to say]