**
Resume Outline**

## John Doe

123 Main Street

Chicago, IL 62000

(123) 456-7899

your.name@email.com

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| --- | --- |
| Objective |  |
|  | The objective should be a brief statement on how the position you are applying for fits your qualifications and goals. |
| Work Experience |  |
| Length of Employment(Month & Year)May 2014 to Present | Name of Company, City & StatePosition: ACCOUNT MANAGERResponsibilities: List the most important job duties firstIf applicable, try to relate the duties to the position applying for |
| March 2013 to May 2014 | ABCD Company, Glendora, CaliforniaPosition: ACCOUNT MANAGER* Supervise accounting/payroll staff
* Generate quarterly reports
* Audit all accounts
* Provide guidance to staff
 |
| Education |  |
| September 2012 to June 2014 | CITRUS COLLEGE, Glendora, California**Major:** BUSINESS MANAGEMENT**Degree:** Associate in Science**Degree Conferred:** Use exact date if available or expected dateFor example: Expected graduation June 13, 2014 |
| Special Skills, Training and Awards |  |
|  | Include any pertinent information in this section |

Reference Available Upon Request

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