| PERSONAL INFORMATION | Harry Hloom  |
| --- | --- |
|  |
|  |  1234 Park Avenue, Redwood City, CA 94063 |
|  (123) 456 7899  (123) 123 4567 |
|  info@hloom.com  |
| www.hloom.com |
|  AOL Instant Messenger (AIM) Hloom  |
| Sex Male | Date of birth October 3, 1990 | Nationality American Hloom Pro Tip –– Do away with full addresses and faxes. This is a modern era - employers will email any important job interview information or offer letter. Focus instead of adding professional social media accounts, online portfolios, business websites alongside your phone number and email. |

| JOB APPLIED FOR | Accountant |
| --- | --- |

| WORK EXPERIENCE |   |
| --- | --- |

| January 2004 – Present | Hloom Pro Tip –– Start with your most recent job title and work your way back through every job opportunity, whether they're formal experiences, research projects or teaching engagements. Tailor each description to focus on related tasks, responsibilities, and quantifiable accomplishments related to the open job advertisement. Slip one or two additional skills into each job title as organically as possible. Accountant |
| --- | --- |
| Vaccaro Shoe Repair |
| * Prepared daily cash report for daily cash flow purposes
* Reconciled bank statements
* Prepared and input journal entries
* Handle cash disbursements
 |
| June 2003 – December 2004 | Accountant |
| Benchmark Publishing |
| * Reconciled bank statements
* Post write-ups
* Handle cash disbursements
* Track outgoing cash flow spending and availability
* Accounts Payables
* Accounts Receivables
 |
| September 2001 – May 2003 | Senior Accountant |
| Trophy Dental |
| * Profiled monthly results for revenue and expenses
* Developed spreadsheet for monthly payroll accruals and expense
* Increased totals for individual state tax returns
* Recorded daily sales summary
* Tracked payment schedule for invoices and budget payment
* Profiled monthly results for revenue and expenses
* Prepared journal entries for payroll and commissions
 |

| EDUCATION AND TRAINING |   |
| --- | --- |

| Replace with dates (from - to) | Hloom Pro Tip –– Update this section to include all your educational degrees. Include training programs, certifications or academic coursework related to the open job opportunity. M.S. in Accounting |
| --- | --- |
| Mercy College, New York – NY  |
| Replace with dates (from - to) | B.S. in Accounting | GPA: 3.8 |
| Mercy College, New York – NY  |

|  PERSONAL SKILLS |   |
| --- | --- |

| Mother tongue | Hloom Pro Tip ––Tailor this section to the open job opportunity, focusing on the featured skills and requirements on the job post. You can have multiple skills sections on a CV, such as Language Skills, Research Skills, Digital Skills, etc. If you add more skills sections, keep a list of 6 to 8 general skills in this main skills section.English |
| --- | --- |
|  |  |
| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| French | Intermediate level | Enter level | Enter level | Enter level | Enter level |
|  | French Language Certification. B+ |
| German | Expert Level | Intermediate Level | Intermediate Level | Enter level | Enter level |
|  | German Language Certification. A+. |

| Communication skills | * Good communication skills: Gained through my experience as sales manager
* Debating skill: Gained through academics
* Excellent convincing power: Gained through social activities
 |
| --- | --- |

| Organisational / managerial skills | * Leadership (currently responsible for a team of 15 people)
* Customer support
* Meeting the assigned tasks within deadline (with precision)
 |
| --- | --- |

| Job-related skills | * Good command of quality control processes (currently responsible for quality audit)
* Excellent in the field of accounts
* Good in financial matters
 |
| --- | --- |

| Computer skills | * Good command of Microsoft Office™ tools
* MAS90
* LOTUS
* PeopleSoft
* ADP
 |
| --- | --- |

| Other skills | * Carpentry
* Time management
* Punctuality
 |
| --- | --- |

| Driving licence | A, B |
| --- | --- |

| ADDITIONAL INFORMATION |   |
| --- | --- |

 Depending on your profession, you can add multiple skills sections that accurately describe your diverse skills set. For example, international job seekers and Humanities academics can add a Language Skills section to let employers know in what languages they're fluent. Whereas, video producers or cinematographers can include a Technical Skills section to showcase the tools, devices and computer programs they're experienced in. Format this section as you would your general skills section.

| ProjectsHonours and awardsReferences | Computerized the accounting department of P & P AssociatesBest employee of the year 2006 at P & P AssociatesDr. Phil Johnson, Chief Accountant, P & P Associates |
| --- | --- |

| ANNEXES |   |
| --- | --- |

|  | * Copies of degrees and qualifications;
* Testimonial of employment or work placement;
 |
| --- | --- |

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