Sample Resume Template

## Jane A. Jones

Cincinnati, OH

Home: 513-123-4567

Email: Janea@email.com

U.S. Citizen

Federal Status (e.g. Career, Career Conditional) Veterans’ Preference (if any)

Selective Service Registration Status (Males only)

## TECHNICAL SKILLS or SUMMARY OF SKILLS

*This is not a requirement, however you can highlight specific skills you possess that are related to the position. Example:*

* Proficient in Microsoft Office Suite
* Pre-audit analysis
* Skilled in tax examinations

# WORK EXPERIENCE

**Internal Revenue Service** December 2017-Current 1234 Work Street, Covington, KY 41011 40 hours per week *Internal Revenue Agency* GS-0512-7

Supervisor: Ms. Jackie Smith (859) 555-1111 (May Contact)

* Examine and audit individual, business and corporate tax returns to determine correct federal tax liabilities
* Conduct field examinations and discuss findings with the taxpayer or their representative
* Perform package audits to ensure compliance, and determine need for multiple year examinations based on findings
* Conduct pre-audit analysis of assigned cases, researching any available background materials, and formulating a plan for the audit
* Received public recognition and time-off award for consistently completing a minimum of 20 additional analyses per year

**Ace Financial** August 2015-April 2017 1234 Work Street, Cincinnati, OH 41073 20 hours per week *Accounting Assistant* (Internship) $21,000 per year Supervisor: Ms. Jackie Smith (513) 555-1111

(May Contact)

* Developed monthly statements
* Researched and resolved invoice discrepancies
* Entered accounts payable and accounts receivable into accounting system
* Processed payments and organized client billing folders
* Assisted with daily cash balancing
* Reconciled bank statements and ledger accounts

# EDUCATION

*If the position requires education or certification to qualify, consider creating a section that details the information. Below is an example of how you can communicate your education. You can also include other job-related training and certifications.*

**Type of Degree/Certification** Completion or Expected Completion Date

Institution, City and State GPA (if required)

## Relevant Coursework

*You may list some of the completed coursework if it is related to the job, especially if you haven’t completed your degree or certification. This is not a requirement.*

***Examples:***

***Bachelor’s of Science Information Systems*** Completion date: 12/2018 Virginia Commonwealth University, Richmond, VA GPA: 3.6

***Certification in Cisco Certified Network Associate (CCNA)*** Completion date: 8/2019

*Volunteer experience is just as important as paid experience. Include the same employment information as you would for paid work.*

# VOLUNTEER/COMMUNITY SERVICE EXPERIENCE

**Your Taxes Done Right (non-profit)** March 2017 - Current

123 Tax Drive, Covington, KY 41016 15 Hours Per Week

*Tax Preparer*

Supervisor: Jack Johnson, (859) 555-0000

* Assist more than 250 individuals each year with filing their taxes
* Stay abreast of new tax laws and advise peers of changes
* Interpret tax laws for colleagues and clients to ensure accurate submission of information

# AWARDS AND ACHIEVEMENTS

*You can list awards, recognitions and achievements in this section. Consider those that are recent and related to the position* a*nd include them as well. If you have little to no work experience, you may include other awards. See the examples below.*

* Sustained Outstanding Performance Ratings 2014 – 2019
* Director’s Award - 2018
* Member of the National Honors Society – 2017

# \*\*\*\*\* OPTIONAL INFORMATION YOU MAY INCLUDE (SAMPLES) \*\*\*\*\*

## Job-related training

* + Calculating Taxes for Individuals - 2018
	+ Itemizing Federal Taxes – 2018 and 2019
	+ Exemption Laws for Tax Preparers – 2019

## Language Skills

* + Fluent in speaking and writing Spanish
	+ Skilled in conversational French

## Professional Affiliations (Particularly those that are job related)

* + Lifetime member of the National Association of Tax Professionals

**References –** *not required on uploaded resume – we recommend you take a list of references to interview*

* + In addition to providing the names of your current supervisor, you may want to

list professional references who can vouch for your skills, character, work ethic and dependability.