

SAMPLE RESUME TEMPLATE

Jane A. Jones
Cincinnati, OH
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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

Virginia Commonwealth University, Richmond, VA

Completion date: 12/2018

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)

123 Tax Drive, Covington, KY 41016

Tax Preparer

Supervisor: Jack Johnson, (859) 555-0000

March 2017 - Current

15 Hours Per Week

- 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 and 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.