

YOUR NAME

City, State | (555) 555-0100 | your.email@example.com | linkedin.com/in/yourname

FINANCE & ACCOUNTING RESUME

Finance professional skilled in accurate reporting, reconciliations, analysis, and clear communication of financial information.

CORE SKILLS

Financial Reporting • Reconciliations • Excel • Budgeting • Internal Controls

PROFESSIONAL EXPERIENCE

Accountant / Financial Analyst — Company Name | 2022–Present

- Prepare and review reports, reconciliations, and supporting schedules.
- Analyze variances and summarize findings for managers.
- Maintain organized documentation and follow established controls and deadlines.

EDUCATION

Degree / Certificate, School Name — City, State | Graduation Year

ADDITIONAL INFORMATION

Certifications • Relevant Projects • Volunteer Experience • Portfolio (include only relevant items)

Template guidance: replace all sample details with your real information and achievements. Add quantified results only when accurate; remove sections that do not apply.