**Name, CPA**

Address

Contact Info

**EXPERIENCE**

**Company XYZ 2010-Present**

*$1B Consumer Products manufacturing company headquartered in Indianapolis (unless you work for a name brand company, I want to know industry, size of company and public or private if relevant.)*

**Director (2013-Present)**

* Main responsibilities including size and scope of the role. Companies structure departments differently so I want to quickly figure out what falls under your watch. For example, some CFO’s oversee HR, IT in addition to traditional accounting/finance.
* Accomplishments and specific results: “Reduced close process from 10 days to 5” or “Reduced costs by 20%”.
* 5 or 6 bullet points for your current position is a good target to keep in mind.

**Manager (2010-2013)**

* Responsibilities and Scope
* Accomplishments & Measurable Results

**Company ABC 2007-2010**

*$250M Logistics company specializing in this and that.*

**Senior Analyst (Promoted from Analyst to Senior in 2009)**

* Responsibilities
* Accomplishments
* Some promotions deserve separate bullet points for each position. Some don’t. For example, if promoted from analyst to senior analyst and your responsibilities are largely the same, go with senior analyst and just mention that you got promoted from analyst, like I did on this template.
* You should have equal or less bullet points here than you do in your current position.

**EDUCATION**

**Butler, Indianapolis, IN 2010**

MBA

**Indiana University, Bloomington, IN 2007**

Bachelor of Science – Accounting & Finance

**SKILLS**

SAP

Advanced Excel

IPO Experience

Mergers & Acquisitions

**PROFESSIONAL QUALIFICATIONS & INVOLVEMENT**

CPA

Board Member for Non Profit Company

Active volunteer for Habitat for Humanity