

Resume Outline

Joe Student

1000 West Foothill Boulevard
Glendora, California 91741
(626) 555-5555
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Objective

The objective should be a brief statement on how the position you are applying for fits your qualifications and goals.

Work Experience

Length of
Employment
(Month & year)
May 2014 to Present

Name of Company, City & State
Position: ACCOUNT MANAGER
Responsibilities: List the most important job duties first
If applicable, try to relate the duties to the position applying for

March 2013 to
May 2014

ABCD Company, Glendora, California
Position: ACCOUNT MANAGER
- Supervise accounting/payroll staff
- Generate quarterly reports
- Audit all accounts
- Provide guidance to staff

Education

September 2012 to
June 2014

CITRUS COLLEGE, Glendora, California
Major: BUSINESS MANAGEMENT
Degree: Associate in Science
Degree Conferred: Use exact date if available or expected date
For example: Expected graduation June 13, 2014

Special Skills, Training and Awards

Include any pertinent information in this section

Reference Available Upon Request