




ABIGAIL JACKSON

SENIOR FINANCIAL ANALYST

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 @username

CORE

COMPETENCIES

Planning and organizing

Social media planning

SEO optimization

Copywriting

CMS management

Marketing management

Excellent communication

Flexible

Quick thinker

EDUCATION

BACHELOR'S DEGREE

Jasper University

20XX – 20XX

ASSOCIATE'S DEGREE

University Name

20XX – 20XX

CPA LICENSE

Florida State

20XX

EMPLOYEE TRAINING

PROFESSIONAL PROFILE

Your resume needs to show why you are the perfect candidate for the position. Keep your resume professional and never exaggerate on your resume. The career summary section is about what you can do and offer to the company. Here is your chance to get the employer's attention. Keep in mind what the company is looking for and how you can meet its needs. Sprinkle action verbs and words mentioned in the job position description

PROFESSIONAL EXPERIENCE

SENIOR FINANCIAL ANALYST

JAN 20XX– PRESENT

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When applying to a particular job position, include only directly connected information to the job opening. Don't clutter your resume with full paragraphs. Instead, you can write a short description followed by 3 to 5 bullet points explaining the previous position and achievements. Sometimes only bullet points are enough. Use each bullet point to relate to the job position directly; otherwise, it might be better to leave it out.

- Don't create dull lists of duties and responsibilities. You can use PAR statements to create accomplishment statements to talk about your work experience.
- P = Problem, Issue, Challenge, or Opportunity; A = Action you took to deal with the situation; R = Result, Impact, or Outcome of your efforts.
- Wherever it's possible, use numbers to quantify your experiences – how many, what specific, or how much. Include powerful resume action verbs and active voice. Skip vague phrases or cliches that don't tell much to the potential employer.
- Use specific examples to show your accomplishments and qualities.

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JAN 20XX – DEC 20XX

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Similarly, include only relevant skills, education and awards related to the job opening and make you more qualified for the job. Skip skills that are given or outdated as you're expected to know them already, for example, Microsoft Word. Instead, focus on specific programs, computer languages or apps beneficial for the job position.

- You don't need to include your full home address. For privacy reasons, it's better to include only the city and state. You can provide more details later.
- Consider if you really need to include photos, clipart, or graphs in your resume.
- Use only a professional email address that includes your first and last name. Ensure that your phone number is one that only you answer, and include a link to your LinkedIn profile so the hiring manager can easily find more information about you.