YOUR NAME

[City, State] | [Email] | [Phone] | [Professional profile if useful]

Summary

[Target accounting role] with experience in [actual accounting function]. Skilled in [relevant system or method] and [specific responsibility you can support].

Skills

[Relevant accounting tasks] | [Software and specific capabilities] | [Methods you actually used]

Experience

[Actual job title] | [Employer] | [Location]

[Month Year] - [Present or Month Year]

- [Prepared or reviewed] [account, schedule, or record], checked [specific issue], and documented [result or exception] for [reviewer or next step].
- [Completed] [close, invoice, or reporting task] using [actual system], with [truthful scope or cadence].
- [Investigated] [type of discrepancy] and coordinated [accurate follow-up] within [your responsibility].

[Previous job title or clearly labeled relevant project] | [Organization]

[Month Year] - [Month Year]

- [Describe a relevant task, check, and handoff. Do not invent employment or results.]

Education

[Actual degree or qualification] | [Institution] | [Completion or expected date]

Credentials

[Exact credential and current status, only if held. Remove this section if not relevant.]

Template instructions: replace every bracketed field and remove this sentence before applying.