

# John Doe

123 Street, Washington, DC 20001  
(703) 555-5555 | johndoe@email.com

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**Date available to begin work:** Immediately

## SUMMARY STATEMENT

College educated with 4 years of managerial experience working in Finance, Operations and Customer Relations. Strives to exceed professional and personal goals. Strong written and verbal communication skills.

## PROFESSIONAL SKILLS

<b>Education</b>	Bachelor of Science in Business Management and Finance from J. Edgar Hoover University.
<b>Employment</b>	My self-motivation, hard work and dedication all contribute to the continuing success of my employer. Technically competent. Natural leader and team player.
<b>Personal</b>	Strong work ethic with a positive approach. Continuously striving to achieve goals and exceed expectations. Organized and focused.

## PROFESSIONAL WORK EXPERIENCE

**Financial Manager**, February 2014 – Present  
**ABC Company**, Washington, DC  
**Salary:** \$70,000 per year  
**Job Type:** 40 hours per week, Full-Time  
**Supervisor:** Jane Dane, (012) 345-6789

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments.*

## OTHER WORK EXPERIENCE

**Bank Teller**, May 2012 – January 2014  
**XYZ Company**, Washington, DC  
**Salary:** \$17 per hour  
**Job Type:** 40 hours per week, Full-Time  
**Supervisor:** Jack Doe, (123) 456-7890

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments.*

## EDUCATION

**Bachelor of Science in Business Management and Finance**, May 2012  
J. Edgar Hoover University, Washington, DC, GPA 3.8

## CERTIFICATIONS/ACHIEVEMENTS

**Certified Financial Planner Certification**, January 2014  
CFP Board, Washington, DC

## TRAINING

**Supervising Employee Performance, Conduct, and Leave**, February 2-4, 2015: 24 hours  
OPM Training Center, Washington, DC

**VOLUNTEER EXPERIENCE / COMMUNITY SERVICE**

**Make a Wish Foundation Charity Drive, July 2014**

Washington, DC

Started fundraiser at XYZ Company and raised \$2 in 4 weeks from donations given by employees.