

Alumni Name

123 Any Street – City, State, Zip

Telephone Number

Email Address

Summary of Qualifications

List either in bullet or narrative format the top 3 – 5 skills that you possess that are relevant to the job that you're apply for and/or those skills that set you apart from other candidates. Be sure to include specific programming languages, foreign languages and if you possess a security clearance (including the level of the clearance).

Professional Experience

Begin by looking at all of your experience and skills and then determine how to create logical groups of your experience; you should have about 3 – 4 groups. You can either bullet the information or create it in narrative style format. Remember to never use personal pronouns in your resume.

Work History

List in reverse chronological order your work history. For example:

Jones and Jones Accounting Partners, Inc., Huntsville, Alabama <i>Lead Tax Accountant</i>	2000 – 2012
Finance Team, Inc., Athens, Alabama <i>Senior Accountant</i>	1997 – 2000
ABC Corporation, Birmingham, Alabama <i>Junior Tax Analyst</i>	1990 – 1997

Education

Most recent institution, Location
Title of Degree, Major
Degree Conferred: Month, Year