

John Doe

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

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

Education	Bachelor of Science in Business Management and Finance from J. Edgar Hoover University.
Employment	My self-motivation, hard work and dedication all contribute to the continuing success of my employer. Technically competent. Natural leader and team player.
Personal	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;

For Special Agent Applicants only – All Special Agents will be evaluated on written descriptions of situations in which the candidate's actions demonstrate each competency listed below. Please ensure that these competencies can be identified in this section of your resume. For the definitions of the FBI Core Competencies:

https://www.fbijobs.gov/sites/default/files/FBI_Core_Competencies_Definitions.pdf

- Leadership
- Interpersonal Ability
- Collaboration
- Organizing and Planning
- Problem Solving/Judgment
- Flexibility/Adaptability
- Initiative
- Communication

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;

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- Leadership
- Interpersonal Ability
- Collaboration
- Organizing and Planning
- Problem Solving/Judgment
- Flexibility/Adaptability
- Initiative
- Communication

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.