|  |  |  |
| --- | --- | --- |
| Name: xyz https://www.latestresumesample.com/wp-content/uploads/2016/10/images.jpg**Career objective:**                                         To obtain a position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career and progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.Status:                                 Single, FilipinoPosition Sought                 Accountant (A/P & A/R)Qualifications                    BACHELOR OF SCIENCE IN ACCOUNTANCYUniversity of Mindanao- October 2013Davao City, PhilippinesAvailability                         Immediate **AMPIL, ELISES, CIUDADANO& CO. Certified Public Accountants (AEC & Co.) Davao City, Philippines**April –Sept 2012An auditing and accounting firm in Davao City, Philippines which render auditing, taxation and bookkeeping services to the wide array of industry in Davao City.Basic Stock Market Investing SeminarCollege of Accounting Education, University of Mindanao, Davao City, Philippines**Stress Management**College of Accounting Education, University of Mindanao, Davao City, Philippines**Accounting for Peculiar Practices:**College of Accounting Education, University of Mindanao, Davao City, PhilippinesPreventing Sexual Harassment in the Workplace: Our Role, Our ConcernCollege of Accounting Education, University of Mindanao, Davao City, Philippines **Character Reference****Mr. Wilfredo  Pancho Jr.****A/P & A/R Accountant**Petronas Iraq Garraf Ltd. Dubai, UAE**Mr. Donie Ray Sambaan, CPA**Audit AssociateSGV & Co.Davao City, Philippine**Mr. Jonicris O. Almazan, CPA**Junior AccountantToyota Davao City Inc.Davao City, Philippines |  | [Recipient Name][Title][Company][Recipient Street Address][Recipient City, ST Zip]Dear [Recipient Name],Want to put your own image in the circle? It is easy! Select the image and do a right mouse click. Select “Fill” from the shortcut menu. Choose Picture… from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below “Crop” and select “Fill” from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.Are you looking for a [job title] with:* [Number] years of hands-on experience in [area of expertise]?
* Knowledge of the latest technology in [industry or field]?
* [Excellent written and oral communication skills?]
* [A passion to learn and to increase his skills?]

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.Thank you for taking the time to review my resume. I look forward to talking with you.Sincerely,[Your Name]**Job Overview*** Worked involving recording of events up to final preparation of financial statement.
* Re-check the accounting statements.
* To identify errors in calculations and entries.
* To report to the manager if there are any faults found.
* Done bank deposits.
* Prepared general ledger accounts.
* Maintained record of daily activities and reported to manager.

**Professional Skills:*** Computer literacy: Microsoft Office (MS Word, Excel and Power point)
* Good communication skills
* Able to multi – task and a flexible team member
* Good interpersonal skills
* Willing to learn new idea
* Self-driven and goal oriented
* Basic knowledge in SAP

**Seminars Attended** |
| NameHereJOB TITLE HERE**CONTACT**PHONE:678-555-0103WEBSITE:Website goes hereEMAIL:someone@example.com |  |