[Full Name]

[Home address]

[Contact Number] • [Email Address]

**Personal statement**

**This section is your chance to summarise the rest of the CV, and convince the recruiter to get in touch. It is important to keep it brief, between 50-200 words, and outline who you are, the technical skills you have to offer and your career aim. Achievements are better listed under each job, rather than in your profile.**

E.g.

I have developed strong technical experience within the accounting profession over recent years, specifically covering [analysis/month-end reporting/reconciliations]. I have worked with and am highly skilled in the use of [technologies/systems].

I am able to clearly articulate my thoughts, and have proven the ability to interact with both finance and non-finance staff in order to facilitate efficient reporting procedures. I now seek an opportunity within an [business type/industry] organisation, where I can bring significant value, and continue to develop my skills further whilst I finalise my studies.

**Education**

**Given the importance of education – both accounting specific and general – in advancing through the early stages of your professional career, it is important to highlight your academic strengths early in your CV. Recruiters and employers looking for a PQ will want to see evidence without having to hunt for it. Be clear with your grading, and emphasis any specific topics studied.**

[Examining body – ACA, ACCA, CIMA, AAT, ICM, IPP]

[Date M/Y– Date M/Y]

Exam progress:

• [list examinations passed]

[University Name]

[Date M/Y– Date M/Y]

Degree:

• [Subject] – [Grade]

[College/School Name]

[Date M/Y– Date M/Y]

A-levels:

• [Subject] – [Grade]

• [Subject] – [Grade]

• [Subject] – [Grade]

[College/School Name]

[Date M/Y– Date M/Y]

GCSEs:

• [Number] GCSEs, grades [range], including Maths and English

**Work Experience**

**This should be a detailed outline of the work you have conducted throughout your career, listing your technical responsibilities gained through practical experience.Employers will not assume your knowledge – you must illustrate this clearly.**

**Do not be fooled by the suggestion that CVs should be limited to two pages – this is wholly irrelevant to professions which require evidence of responsibilities undertaken.**

E.g.

[Job Title], [Company Name] [Location]

[Date M/Y- Date M/Y]

**Responsibilities:**

* Preparation of month-end management accounts to strict deadlines inclusive of P&L   
  statement, fully reconciled balance sheet and debtor/creditor analysis
* Production of variance analysis commentaries focusing upon [gross profit/sales/cost of sales/actuals vs budget]
* Reconciliation of [number of] bank accounts in [GBP/EUR/USD/CADZAR/AUD] currencies
* Preparation and submission of [VAT/CIS/PAYE/Intrastat/EC Sales] returns
* Preparation and posting of [accrual/prepayment/payroll/depreciation/adjustment] journals
* Maintenance of fixed asset register to include additions, disposals and depreciation

**Achievements:**

* Implemented [change] which resulted in [benefit] – list as many as is suitable to benefit your application
* Received an [award name] for [reason]

**Hobbies and Interests**

**This section is not essential to include, but you may wish to depending on the role you are applying for. It can be a useful chance to show a little more of your personality. However, be warned this can be very subjective, so ensure anything listed here reinforces your application, and the idea that you’ll be the right fit for the role. If you don’t have any real relatable hobbies, it is best to omit this section.**

E.g.

I organise a weekly [sport] game, managing bookings, transport and help to coach the team

Undertook a [course] in order to improve my [skill]

**References**

References are available upon request.