**Name (To edit this document please download and save)**

0499 999 999 email@email.com Linkedin.com/in/name/

This template has been created to assist you with crafting your resume with the guidance of your Coach. Please use the headings as a guide only.

**FRONT PAGE**

Only include what is most important for the role you are targeting on the front page, your Coach can help with this.

**CAREER PROFILE**

(Use Career Profile resource on the [JA Portal](https://www.ct.hudson.com/skillup) to summarise your area of expertise, experience, most marketable / relevant skills, and unique offering. Consider this as your elevator pitch or value proposition see example below.)

A Financial Analyst with commercial acumen and expertise in analysing and interpreting financial reports to assist with continuous improvement and increasing efficiencies within the consulting business. Working within the global commercial and operations team I supported Client Strategy, Operations and Commercial Initiatives. My strength lies in my ability to extract, manipulate and consolidate data in order to identify anomalies and provide recommendations for suitable solutions.

Highly experienced in finance systems and applications such as Excel (incl. PowerQuery & 3D Reporting), Power BI and Qlikview, I have extensive knowledge and experience in budgeting, forecasting, financial modelling and analysis. Currently completing my CPA in order to leverage my qualifications in Commerce and Finance.

**AREAS OF EXPERTISE**

(Only include Functions or Competencies (not character traits) – be guided by what the job advert asks for)

Budgeting Financial Modelling (NPV & IRR) Forecasting Financial Analysis

Reporting Sales Variance Analysis Stakeholder Management Analytical Support

**AND / OR**

**KEY CAPABILITIES**

(Consider your character traits, approach and strengths. Although you may have mentioned tasks in your Career Profile already, remember repetition in context is important for the ATS)

* Budgeting, forecasting, financial analysis and high-level reporting
* Intermediate to Advanced financial modelling skills including auditing of complex financial models
* Data extraction and manipulation as well as interpretation into meaningful reports for Executive meetings
* Investigation and root cause analysis to create and present solutions to stakeholders across the business
* Strong verbal and written communication skills with the confidence to interpret data and provide commentary using a consultative approach

**SYSTEMS & APPLICATIONS**

(Include as many of the systems and applications you have worked with as you can remember)

Advanced Excel (Pivot Tables, VLookUp) Power BI (Dashboard) SAP

Qlikview (Dashboard) OMS BST

Siebel Relationships Workware 5

**ACADEMIC QUALIFICATIONS**

(Include your relevant degrees, certificates and professional development courses)

Yr Currently completing CPA CPA

Yr Grad Certificate in Commerce (Professional Accounting & Applied Finance) University

Yr Bachelor of eCommerce (Finance) University

**CAREER SUMMARY**

(You can go back as far as you feel is relevant and tells the story you want to about your career)

Financial Analyst Organisation Yr - Yr

Private Equity Analyst Organisation Yr - Yr

Personal Banking Assistant Organisation Yr - Yr

**SECOND PAGE**

This is where we dive into the detail of your work experience in a reverse chronological order. Try to leave no gaps and explain those that exist e.g. Career Break, Study Break, Maternity or Paternity Leave. Follow this format to cover the last 10 years in detail. For positions prior to the last 10 years, write a brief summary of purpose and scope of role only.

**EMPLOYMENT HISTORY**

**Role Name of organisation Month Year – Month Year**

(Include brief description of the organisation: What it does, annual turnover/ revenue, where it is represented, number of employees and industry. See below as an example)

\_\_\_\_\_\_\_\_\_\_ is the global leader in water, hygiene and energy technologies and services that protect people and vital resources for customers around the world with over 49,000 employees globally.

(Include a brief summary about the purpose and scope of your role. Make sure to mention your job title. See below as example)

As the Role I was responsible for preparing high quality and timely credit reports for new and existing facilities.

Responsibilities

(Use the [JA Portal Resources](https://www.ct.hudson.com/skillup) to create a tactical list of your responsibilities using active, dynamic verbs to provide context and position you at the right level. See example below)

* Managed external and internal reporting requirements to ensure compliance with statutory reporting and internal control policy and procedures respectively

Achievements

(Use the [JA Portal Resources](https://www.ct.hudson.com/skillup) to build Achievement Statements that provide context, are measurable, specific and include the action and result achieved. See example below)

* Managed to reduced debtor days from 96 days to 63 days (in 2010)
* Reduced month end process by 3 days (from 2010 till date) with the help of automating and capability building

**Systems Used:**

(Mentioning where you used each of the systems can help reinforce your experience with them)

* Siebel, SAP, eBobs, Relationships, Workware 5, Lotus Notes, BranchMenu 1 and 2

**\*If you have had many roles within the same company it may be more suitable to use the format below instead\***

**Name of organisation** (Total years in company) **Year –Year**

(Include brief description of the organisation: What it does, annual turnover/ revenue, where it is represented, number of employees and industry.

**Role** (Years in this role) **Month Year – Month Year**

(Include a brief summary about the purpose and scope of your role)

Responsibilities



Achievements



**Role** (Years in this role) **Month Year – Month Year**

(Include a brief summary about the purpose and scope of your role)

Responsibilities



Achievements



**LAST PAGE**

Consider this where you list the information that wasn’t important enough or specific enough to the role to put on the first page but that you don’t want to emit e.g. Internal training or professional development if the list is quite long

This could also be where you include headings for **Volunteer experience**, **Professional Memberships,** and any **Professional Development**.

**REFEREES**

(Watch our brief References Video on the [JA Portal](https://www.ct.hudson.com/) for a quick guide on best practice but if you are specifically requested to include them you can list as provided below)

Referees are available upon request

**OR**

Referee Name Title / Position Company Employed In