



ELEANOR FITZGERALD

ACCOUNTANT

I am a professional accountant with 5 years of experience of ledger processes, reconciliations, and streamlining reports. Seeking to leverage my professional expertise and experience into a managerial role as a corporate banker.

EDUCATION

2016 | Warner & Spencer Institute
**Master of Business
Administration**

2014 | Ingoude Company Institute
**Bachelor of Business
Administration**

CONTACT

+123-456-7890

hello@reallygreatsite.com

123 Anywhere St., Any City, ST
12345

WORK EXPERIENCE

Liceria & Co. | Oct 2019 - present

Financial Analyst

- Create 10+ financial reports per week and support all areas of responsibility within a 5-person finance team

Borcelle | May 2018 - Oct 2019

Financial Advisor

- Analyze, examine, and interpret 500+ records per month; compile financial information; and reconcile reports and financial data

Fauget | Jan 2015 - May 2018

Accountant

- Adhered to departmental controls and regulations and maintained ethical conduct at all times
- Recorded, transcribed, and distributed minutes of meetings

SKILLS

Analytic	<div><div></div></div>
Communication	<div><div></div></div>
Management	<div><div></div></div>
Digital research	<div><div></div></div>
Documentation	<div><div></div></div>

AWARD

Oct 2019 | Liceria & Co.

The Best Employee of the Year

May 2017 | Fauget

The Best Creative Employee of the Year

ELEANOR FITZGERALD

Dear Mrs. Estelle

I am writing a letter of interest in regards to the position in your company. Your company is known for its innovation, professionalism, and results-driven marketing strategy, which is why I am certain I would make a valuable addition to your team. I would be interested in learning more about the company and available opportunities, so I have enclosed my resume for your consideration.

I am confident that my experience in this field will be an asset to your company. As you will see on my resume, I have a proven record of achievements, which will allow me to make major contributions to your company.

I look forward to speaking with you to discuss how my experience and abilities match your needs. I will call you on the day of the week to see what day and time fit your busy schedule. Don't hesitate to contact me at your phone number or contact me by email at your email address should you have any questions. I look forward to speaking with you.

A handwritten signature in white ink that reads "Eleanor". The script is elegant and cursive, with a large, flowing 'E' and a long, sweeping tail on the 'r'.

Eleanor Fitzgerald