* As a within the National Research Program (NRP), I work on the development and maintenance of data-driven tax compliance studies. In particular, I work on NRP applications which captures taxpayer data and requires me to keep up to date on tax law changes.
* I make updates to NRP applications based on tax law changes by using SQL scripts and program modules which are used to process and store data. I also work on the user interface for stakeholders and publish these applications.
* I support the delivery of data from the tax compliance studies. I query the various databases and provide management with the results from the data for multiple tax law issues. I also maintain Administrative access to the various servers and databases.
* I work to ensure proper communication with NRP stakeholders including both internal and external customers by answering data-related questions. I assist with data access issues and I also troubleshoot program issues.
* I had a role coordinating meetings for upper management called the Executive Steering Committee and the Data Users Group where management, analysts and external customers can meet for information gathering purposes on NRP data studies.

Phone: (123) 456-7890

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Address: Seattle, WA

LinkedIn: Profile URL

**Mary Braunger**

SKILLS

PROFESSIONAL

PERSONAL

* Include “keywords,” skills you find mentioned in the job ad
* Be honest; exaggerating your abilities will eventually be found out
* Make sure your skills are represented in your work experience
* Include 6 to 8 skills, no more than 10
* Hard skills: tools, software, etc. needed, like CRM or Python
* Soft skills: not easy to measure, like communication or empathetic

JOB TITLE **|** Company, Location

Dates of Employment

* Keep your bullet point descriptions at three lines or under. “Created nutrition and personal training plans for 30+ clients, helping clients lose 26 pounds on average” is a lot more compelling than a run-on sentence, redundancies, or wordiness.
* Write your job descriptions in the past tense, though you can write current experience in the present tense if you wish. “Partnered with cross-functional teams to design multimedia campaigns that boosted subscriptions by 17%” will make a lot more sense to a recruiter when you left that role three years ago.

DEGREE EARNED **|** NAME OF SCHOOL, City, State

Years attended

(If you have a college degree, don’t include a high school diploma)

EDUCATION

DEGREE EARNED **|** NAME OF SCHOOL, City, State

Years attended

(If you have a college degree, don’t include a high school diploma)

Management and Program Analyst **|** Dept of Treasury, Washington DC

Dates of Employment

PROFESSIONAL EXPERIENCE

CERTIFICATION EARNED

NAME OF SCHOOL, City, State

Years attended

Be sure to stay on top of this as certifications and licenses can differ between states and even across jobs in the same industry.

CERTIFICATIONS  
AND LICENSES

A summary statement is 2-3 sentences that provides a brief synopsis of your work experience and skills. You might use this if you have years of experience. An objective, on the other hand, is a focused 2-3-sentence statement that demonstrates your interest and candidacy for the position you hope to land. You might use an objective if you’re changing careers, a student or entry-level candidate, or if you’re going to take the time to write a compelling, custom objective.

SUMMARY/OBJECTIVE

CONTACT