Resume Guide

FOR ACCOUNTING STUDENTS

This handout serves as a guide to develop resumes for the accounting profession. The process starts with answering:

1 – What do you want to communicate about yourself as a professional?

2 – Who is your primary audience and what skills and experiences meet their needs?
Refer to the back page for further description

3 – How will you submit the resume (Mediums: paper, electronic, plain text modified via an online application system) and what do you need to do to make the most out of the medium?
Be prepared to have various mediums

First and Last Name

City, State • Phone • Email Address • LinkedIn.com/in/personalizedURL

Do not include personal information such as marital status, age, weight, social security number, etc.

EDUCATION*

Degree

Name of Institution — Graduation Date
GPA: If over 3.0 Cumulative & Major GPA — CPA Eligible Date

MSA Students: Include your graduate degree first, then undergraduate degree. Transfer Community College information is optional, but may be helpful to include for GPA purposes.

SKILLS

- Emphasize computer software knowledge, especially programs relevant for your field (Ex. TaxWise, Bloomberg)
- Include specific skills relevant to the job for which you are applying
- Avoid general descriptors (Ex. Self-Motivated, Great Communicator, Hardworking)
- Include foreign language (spoken and written) proficiencies (only list English if applying to positions outside of the United States)

EXPERIENCE

Job Title — **Date of Employment**
Organization — City, State (Optional)

- Describe your responsibilities & accomplishments here, start with action verbs
- Make your descriptions energetic and concise
- Present information in reverse chronological order
- Bullet format is preferred by most employers
- Focus on results, skills, leadership, initiative, and teamwork
- Incorporate quantifiable figures (%, #, $) to demonstrate results

LEADERSHIP

- Indicate your accomplishments and offices held
- Presentations you may have facilitated at any conferences or leadership summits

OTHER HEADINGS

- Choose additional headings that highlight your strengths (Ex. Activities, Athletics, Professional Organizations, and/or Community Service)

*Graduate Students: (Optional) May use a profile above "Education" only if you have extensive accounting work experience.

HEADLINE:

- ☐ Use an email address that conveys professionalism; Make sure your LinkedIn is updated.

SECTIONS:

- ☐ Name & Section Headers can be a larger size.
- ☐ Common sections include: Education, Experience, Skills, Activities and Leadership.
- ☐ Increase visual impact through selective use of **bolding**, underlining, and CAPITALIZATION.

SKILLS:

- ☐ Demonstrate relevant skills typically used in the profession.

EXPERIENCE:

- ☐ Showcase related activities and service to depict a picture of you as a candidate.
- ☐ Include paid and unpaid internship positions.

TIPS TO REMEMBER:

- ☐ Proofread and spell check your resume carefully for errors.
- ☐ Limit your resume to one page. Stick to one size and type of font throughout.
- ☐ A resume is not a complete work history. It's a summary of key experiences and skills.
- ☐ Focus on the job posting / employer's needs when developing your resume.

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Employers spend less than a minute evaluating your resume. Catch their attention by tailoring your resume to meet their needs.

An objective is **not recommended** for this default template. If you choose to use one:

- Keep it simple by noting your interest. For example either a 2018 internship OR 2018 full-time position.
- Make sure it is for the type of position you are interested in pursuing (auditing, taxation, etc.).

Appearance of Resume

- **Templates:** Avoid resume wizards and resume software templates. Templates are difficult to edit and do not allow you to present information in the most effective format.
- **Length:** College students/recent college graduates: 1-page resume. MSA: 1-2 pages depending on experience level Font: Choose a basic, easy-to-read-font such as Times New Roman, Arial or Calibri in 10-12 point size. Use black font color.
- **Paper:** Use 8 ½" x 11" resume-quality paper in light color such as white or off-white. Ensure that both your resume and cover letter match.
- **Spacing:** Margins of 0.5 to 1 inch are suggested.
- **Layout:** Use bullet points, bolding, capitalization, and underlining sparingly to call attention to the most important information. Leave some white space between sections to avoid "cluttered look."
- **Format:** Present information in reverse chronological order.
- **Professionalism:** Eliminate all typos and misspellings by asking other people to proofread. Avoid use of informal speech.

Function of Resume

- **Define a Professional Image:** Select three core qualities that define you and are of importance to the position for which you are applying. For example, show that you are a leader, a team player, an innovator, or something else.
- **Demonstrate Achievement:** Include tangible information within bullet points (e.g. numbers, statistics, and goals achieved).
- **Use a Consistent Style:** Start sentences with action verbs to convey enthusiasm and achievements. Use present tense verbs when describing current positions. Use past tense verbs to describe past positions.

2 STEPS TO BE INCLUDED IN RESUME BOOKS:

Employers requesting a resume book will see your default resume. Each student can submit one default resume.

1. Submit your edited accounting resume by attaching it to your Aztec Career Connection account through the "documents" tab.

2. Mark your edited accounting resume as your default resume by selecting that option in "documents" tab.