

Your One-Page Resume for Entry-Level Accounting Jobs

What employers look for

- Education, CPA Eligibility, Work Experience, Personality
- Easy to read and navigate, Error Free, Short, Neat

Include at your own risk

- Agedate of birth, high school graduation year
- Religion member of Lutheran Student Fellowship; church volunteerism
- Marital Status..... play softball for husband's company
- Children volunteer at Park Elementary, started support group for parents of disabled children
- Race/Ethnicity..... Iranian representative to Governor's Foundation; member Chinese Scholars and Student Association
- Medical status took three semesters off for medical reasons

To prevent discrimination, the law prohibits interviewers to ask about these topics.

However, if on your resume or mentioned, they may legally ask. Decide carefully if you want to include them.

Sections

- Heading
- Summary..... This section is optional, but if included should go first.
- Education 1st section after summary unless your work experience is extraordinary
- Experience

Optional sections (should have at least one of these; max 2)

- Activities and Awards or just Awards or just Activities
 - Skills and Certifications or just Skills
 - Interests can be combined with activities if structured hobbies
- There should **not** be a section for personal information (e.g. marital status, nationality, # of children)

Resume Heading

- Name should be the largest thing on the page; include maiden name if it matches your transcript
- Mailing address..... okay to include permanent and temporary if you wish
- Phone numbers..... one is enough, no unusual voice mail
- Email address..... nothing obscene like sexychic69@hotmail.com

Summary (optional)

Sample: Enthusiastic, self-starter who works well in teams seeks entry-level audit position in public accounting

- Only place you should use complimentary adjectives about yourself (e.g., hard-working, great communication skills, etc.)
- It's okay to modify summary for each job you apply for (e.g., public accounting, industry, government)
- Avoid objective only "to get an internship".

Education Section

For each degree completed or in progress:

- Name of Degree including Major Bachelor of Business Administration; major in Accounting
- University Name
- Degree Dates..... start to finish or expected finish
- Overall GPA and Major GPA if > 3.0
- Minor (if applicable)

You should also include

- Date you will have 150 hours to sit for CPA exam
- Date you will have future degrees if likely (e.g., Master of Accountancy expected Spring 2013)
- Accounting courses completed..... if resume is for internship or part-time job, not for after-graduation jobs

Experience Section (list most recent/current job first)

For each job:

- Employer/Company Name
- Position or title you held
- Dates of employment
- A brief description of job responsibilities (2-4 bullet points)quantifiable if possible (e.g., reduced waste by 15%)
- NO subjective statements about how good you were at job(e.g., provided excellent customer service)
- As a college student, you don't have to list every job. This is not a work history.
- If you have no work experience, replace this section with a section on volunteerism.

Other Sections (max 2)

- Activities school clubs, social clubs, volunteerism, and structured hobbies (e.g., book club, not just reading).
- Awards & scholarship.....can put with education or separate section
- Skills software, languages, but avoid typing speed (not related to job you're looking for)
- Interests..... notable hobbies only that you can really talk about; no video games or tv watching
- Can combine Activities and Awards; Activities and Interests; etc.

Overall Appearance

Organization and neatness may be more important than content. If it's ugly, it won't get read.

- MarginsOne-inch or $\frac{3}{4}$ " if need to keep on one page
- Point size nothing less than 10 point
- Use tabs stops and tables, not spacesNever hit the space bar more than two times in a row!
- Section heading should match.font, size, appearance
- Sub headings should match in Employment and Education employer=university; job title=degree; date formats
- Consistent use of hyphens and dashes [hyphen-words][en-dash-ranges(ALT+0150)][em-dash—sentences(ALT+0151)]

Leave it off

- Referencesleave off "available upon request" too
- High school is over ... leave it off.....unless it is amazing (e.g., national awards)
- No abbreviations acronyms okay if spelled out first
- No periods unless it is at the end of an actual sentence (noun and verb).....Most resumes just contain phrases.
- The only adjectives about you and your abilities go in the objective section
- Colored paper White or cream paper only; linen or laid paper if sent as a hard copy
- No boxes, border, pictures, clipart..... and use lines, shading, and color text sparingly, if at all
- The word "proficient"unless you really want to claim you're an expert

Parting comments

- No misspelled words..... check and recheck for errors; have someone else read it
- Check the alignment (ruler test)..... HR people do it; you should too.
- Send a pdf, not a Word file recipient can't see formatting or grammar and spell check
- Be prepared to speak about every word on your resume.
- Template danger! Templates use features like tables and paragraph & line spacing you may not know how to control.

***If your resume is a mess,
what will your work product look like?***

Reference Page

- Not on resume, a separate page give reference page only if asked for it
- The heading should be identical to the resume.
- 3–5 referencesbosses, teachers, advisors, people you volunteered for
- No more than 1 personal reference unless you have no professional or academic references

For each reference include:

- Name
- Title
- Company name, if appropriate
- Mailing Address
- Phone
- Email (optional)
- How you know the person.....(e.g., supervisor at Pizza Hut, Cost Accounting teacher)