



## *Accounting Society Resume Tips*

### **Characteristics Of A Successful Resume**

- Focuses on skills
- Is in Chronological order
- Uses action verbs to define achievements
- Is in correct tense (past vs. present)
- Easy to read and understand
- Visually powerful
- One page max
- No grammatical or spelling errors

### **Common Resume Mistakes...**

- Using "I" or "me"
- Lies/exaggeration
- Not including keywords that match the job posting
- Too much information
- Typos & grammatical errors
- Irrelevant information

### **What Information Should Be On A Resume?**

1. Contact Information
  - Clearly presented at top of resume
  - Include first and last name
  - Include current address
  - Include telephone number where you can be reached
  - Include a professional e-mail address
2. Objective (Optional)
  - Customize the resume objective to match the position you are applying for because the more specific your resume objective is the better chance you have of being considered for the job
  - Choose keywords from the job description to use when writing your objectives
  - Always write down the exact name of the position

### 3. Education

- List schools
- Indicate major & concentration
- Include GPA
  - Overall GPA vs. Accounting GPA (Put the higher of the two)
- List honors
  - Dean's List (List the year and quarters)
- Indicate Expected Graduation Date
- Indicate when you will be CPA eligible

### 4. Experience

- Do not exaggerate or lie when talking about your accomplishments
- Each paid, volunteer, or internship relevant to your objective that you list should include
  - Company/Organization Name & Job Position
  - Dates of employment (easy to find and consistently formatted)
  - Description of your achievements & responsibilities using action verbs
- Format your experience using the following three sub-sections
  - Accounting Experience
  - Leadership Experience
  - Work Experience

### 5. Awards

- List scholarships
- Awards won for specific activities (Do not list awards if they are not relevant to the job description)
- Work related Awards
- Dates Awards were received

### 6. Activities

- Include all organizations you are part of
- Dates that apply to the organization

### 7. Skills & Interests

- Consistent with job description.
  - For example the job description may portray that you need to be organized and that you are a team player.
- Include foreign language fluency
- Interests can help build some common ground to talk about if you and the professional have similar interests

## **Resume Checklist**

1. Is your resume visually appealing?
  - a. Is it organized & easy to read
2. Have you checked for spelling and grammatical errors?
3. Is your information relevant and up to date?
4. Does your resume show qualifications using your achievements?

# Your Name

Street Address, City, State or Province, Zip  
Phone Number | e-mail address

## **OBJECTIVE**

Seeking an entry level Accounting Position with Ernst & Young

## **EDUCATION**

### **School Name**

Bachelors of Science in Sugar & Spice  
Concentration in Everything Nice

**GPA:** 4.0

Expected Graduation: Winter 20XX

## **ACCOUNTING EXPERIENCE**

### **Employer's Name or Organization's Name**

Position

- Achievement #1
- Achievement #2
- Achievement #3

June 2013 – Present

## **LEADERSHIP EXPERIENCE**

### **Employer's Name or Organization Name**

Position

- Achievement #1
- Achievement #2

January 2012 – February 2013

## **WORK EXPERIENCE**

### **Employer's Name**

Position

- Achievement #1
- Achievement #2

December 2011 – June 2012

## **AWARDS**

- Award Name (Year)
- Award Name (Year)

## **ACTIVITIES**

- Organization #1
- Volunteer Activity

April 2012 – Present  
February 2012 – April 2013

## **SKILLS & INTERESTS**

- Skill #1
- Skill #2
- Interest #1
- Interest #2