

WHO AM I ANYWAY? AM I MY RESUME?

RESUME GUIDELINES FOR ACCOUNTING STUDENTS

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Will a resume get you a job? NO - but it ought to get you an interview.

GENERAL INFORMATION:

One page in length; use neutral paper; be generous with margins; make sure it represents you as an individual and a professional - don't copy someone else's resume. Keep fonts conservative (Times New Roman, Arial, Garamond) and font size between 11-12. Name should be a bigger font size 14-18. Do not use a Microsoft Word resume template.

TYPES:

Chronological: List most recent job at the top and continue down through a reasonable history. Especially effective when you have a continuous employment history and past experience related directly to positions for which you are applying.

Functional: highlight your skills and accomplishments rather than your work history. It lists things you're good at and things you've accomplished at the top of the page, then summarizes the jobs you've held at the end. Good to use if you don't have a lot of related work experience.

OBJECTIVE: You do not need an objective on your resumes. Accounting firms no longer want one on your resume.

EDUCATION: List degree, grad date, and Overall GPA and Business GPA. Do not list other college education unless you received a degree. Do not list high school. If you are an undergraduate student, be sure to list your intentions to go on for a MAcc.

WORK EXPERIENCE: Position title, name of company, location, dates of employment; then bullet point the following:

A company need + Your action = Measurable result

Did you:

- solve a problem
- improve performance
- cut losses
- provide better controls
- show leadership
- receive an award or commendation
- increase efficiency
- quantify statements whenever possible; you are an accounting major
- reveal outcomes of your efforts

If the experience is not related to your major, make sure you highlight transferable skills, i.e., communication, supervisory, problem solving, analytical, client relations, etc.

RELATED SKILLS: Computer applications such as Excel, Peachtree, Quicken and others. Focus on ones relevant to the position you are applying for.

OTHER CATEGORIES: The well-rounded person part of you – show leadership and involvement. Example categories include: HONORS/AWARDS, PROFESSIONAL AFFILIATIONS, VOLUNTEER SERVICE, LEADERSHIP EXPERIENCE

KEY QUESTIONS TO ASK BEFORE DESIGNING A RESUME

1. What is my goal or target position/industry in this search?
2. What qualifications, education or experience will an employer be looking for?
3. Which of these are my greatest strengths?
4. What are the highlights of my background that should be emphasized?
5. What are my accomplishments as they related to the field/position I am pursuing?
6. What things make me stand out in a positive way or come across as unique?
7. What personal characteristics do I possess that would make me a strong candidate?
8. What kind of transferable skills do I possess?
9. What special terminology might people in my field expect me to use?
10. What computer skills do I have that would pertain to this industry?
11. How will I respond to the employer asking, "Why should I hire you?" Does my resume illustrate this?

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HOW TO TELL THEM HOW WONDERFUL YOU ARE

- § Do not underestimate the power of word choice - use power words, not passive ones. For example, don't say, "*Got information about suppliers for manager.*" Instead say, "*Responded effectively to manager's request for research on suppliers.*"
- § Do not use personal pronouns such as "I", "me", "we", etc.
- § Do not begin sentences with "*Responsibilities...*" or "*Duties included...*" This will capture *what* you did, but you need to go further than that. Begin sentences with action verbs that convey confidence (from list).
- § Quantify and qualify whenever possible. Use percentages, numbers, dollar amounts, etc. Tell about what you accomplished in this particular job and how well you did. Employers want to hear about the results of your actions, not just the responsibilities you had. Use the STAR method as a guide.
 - S – Situation
 - T – Tasks
 - A – Action
 - R – Results
- § Highlight transferable skills. For example you can demonstrate your ability to work under pressure through a waitering/waitressing experience. "*Managed ten tables in a high-volume, fine-dining establishment during dinner hours.*" This shows good organizational skills, the ability to handle a fast pace and experience in working with customers within a given target market.
- § Take time to think about how your job/contribution fit into the "big picture." When capturing your experience on a resume, show how your work made a small but important difference and provide detail. For example, don't just say, "*Collections.*" Instead say something like "*Implemented new tracking system which improved collections by 30%. Trained 3 other employees on the system.*"
- § A bullet format is preferable to paragraphs. Remember your resume is really an outline.
- § Be as concise as possible with your descriptions, while still giving the reader all the relevant information.
- § Volunteer experience can be included under EXPERIENCE or in a separate section such as LEADERSHIP EXPERIENCE. Be sure to include it somewhere. Focus on the skills developed as a result of the experience, don't simply state the name of the organization for which you volunteered. LDS missions can be included in this section, however you may want to generalize your terminology. Example: "*Volunteer Religious Organization*" instead of "*The Church of Jesus Christ of Latter-day Saints*".
- § As you're constructing the resume, keep asking yourself, "...is this information going to help me get the job I'm looking for?". Eliminate irrelevant information and keep it focused on the skills that apply to this position.

For additional resume resources, check out the "RESUME TIPS" section on our website: www.careers.utah.edu

