



## The Office of Career Development Quick and Easy Resume Guide for MAcc

### **MOST IMPORTANT RULES TO FOLLOW ON A RESUME**

- Spelling, grammar, punctuation = correct
- Formatting/Layout = easy to read, not too graphic
- Consistency = section titles order of information listed is consistent

### **Contact Components**

1. Name (required)
2. Address (optional at times)
3. Email (required)
4. Telephone/Mobile Phone(required)

### **Profile Statement + Skills/Abilities/Qualifications**

Consider writing a profile statement showing what you bring to the table. May include a skills section which is generally formatted using columns (tables are not picked up in applicant tracking software programs).

### **Licensure**

Indicate the date you will be sitting for the exam. If you have taken portions of the exam list which ones followed by the date (MM YYYY) and for those sections you have yet to take list them with the phrase "Anticipated MM YYYY." E.g.

**CPA Candidate**, Florida (Certificate #)

**CPA Exam**, Florida: AUD pass, BEC pass, FAR in progress, REG in progress

### **Education | Training | Certifications Components**

List degrees from most current to least current. Do NOT include high school! Do NOT list a date range of attendance.

#### Required

1. Degree & Major (e.g. Bachelor of Science in Biology)
2. College/University (e.g. Palm Beach Atlantic University)
3. City, State of university (e.g. West Palm Beach, FL)
4. Graduation Date or Expected Graduation Date (e.g. Expected May 2016)
5. Concentrations or Areas of Specialization

#### Optional

- May include in same section or separate section Professional Development, Training, and Certifications. Licensure can go in this section or be its own, but should be listed toward the top of your resume.
- List in order of relevance and importance for the positions you are applying
- Formatting should be consistent and a recommended manner would look like this:  
**Training Name**—description, YYYY or **Certification**, Organization, YYYY  
**Taxation Ethics**—8 hour training on the ethical practices of tax reporting, May 2017  
**CPA Candidate**, Florida (Certificate #)

### **Experience Components**

List from most current to least/oldest, generally it is better to use bullets not paragraphs.

#### Required

1. Position/Title
2. Employer/Organization
3. City, ST employer/organization
4. Dates of employment/involvement
5. Bulleted list of responsibilities (see section on how to create powerful experience)

#### Optional

- Brief description of position (e.g. Newly created position designed to increase customer satisfaction and retention.)
- Brief description of employer (e.g. Third largest firm in the country.)

### What May be Listed in the Experience Section?

- Paid or volunteer work: full time, part time, internships
- Things which taught you transferrable skills: extracurricular activities.

### Creating Powerful Bullets for Experience

- Should NOT read like a job description, rather, it should read like a list of accomplishments.
- Begin with past tense verbs (e.g. managed, administered, created)
- Don't put first person phrases (e.g. My responsibilities included, I preached, etc = no no)
- Showcase your contributions (e.g. Volunteered as interim pastor, serving congregation of 300 with 3 services a week.)
- How was your role different from others?
- What are you most proud about- remember that it isn't so much what you did, but how you did it. (e.g. how did you make a difference?)
- Show, don't tell (e.g. Organized evangelistic outreach to community gathering over 150 Christmas gifts and distributing over 400 hot meals to families.)
- Highlight achievements (e.g. Selected out of 5 candidates to serve as interim pastor.)
- Do not include High School information unless it is pertinent to the position you are applying for or extraordinary (e.g. Semi-Pro Soccer Player, Eagle Scout, International Spelling Bee Winner)

#### Examples of Powerful Bullets:

- **Poor:** Waited Table
- **Better:** Served over 30 patrons in a three hour shift with zero errors
- **Poor:** Planned programs
- **Better:** Organized and executed six programs over a four month period covering topics such as study skills, stress reduction, and roommate relations.

### Technology & Software (Optional Section)

This would be specific to the accounting field and would include any of the following:

- Quickbooks, Peachtree
- Known accounting software which you are familiar using
- Proprietary accounting software, which might include a description that it was specific to the firm where you were working

### Associations

List any professional associations which you are affiliated with. This might include national, regional, state and local accounting related organizations or it might include networking groups.

### References

- Do **not** include names or "upon request" on a resume. It's old school and no longer necessary.