

A GREAT RESUME...

- Presents your most relevant information
- Emphasizes your assets and skills
- Utilizes a consistent format
- Avoids the use of “I”, “me”, or “my”
- Has no grammatical or spelling errors
- Is a maximum of one page

FORMAT:

- Your resume should be printed on 8 ½” x 11” white or off-white paper
- The font size should be between 11.0 and 13.0
- Margins should be between 0.5” and 1.0”
- Your most relevant and impressive sections should be presented first
- Each section should be organized chronologically; most recent first
- Past experience should be in past tense, current experience in present tense
- Your resume should be *no more* than one page
- Once finalized, convert your resume to a PDF
- Each bullet should only be one line and do NOT use periods
- Make sure your formatting is consistent throughout

Use fonts like:

- **Calibri**
- **Times New Roman**
- **Bell**
- **Garamond**
- **Cambria**

STRUCTURE:

- You do not need to have every section listed on your resume, choose what sections are most relevant to you and your experiences
- Only include a new section if you have *at least* 2 items in that section
- Include both paid and unpaid experience (internships, part-time jobs, leadership roles in clubs/organizations, volunteer work, etc.)
- Use descriptive action verbs to describe your responsibilities and accomplishments using bullets
- Each position should have between 3 and 5 bullet points
- As often as possible you should *quantify* your experience (e.g.: weekly, monthly, team of 8, etc.)

ACCOUNTING RESUME TIPS (given by recruiters):

- Give specifics. If you excelled at something, describe this by quantifying that data.
- If you are an International Student, indicate whether you need sponsorship. Some firms offer sponsorship and some do not; it is important to know this before starting a conversation. The firm will not change their policy for one student.
- Ensure your resume paints a picture how your experiences will support the firm’s needs in the role. For internships, recruiters are looking for strong communicators who exhibit leadership skills and work well in teams. Highlight these qualities.
- Stick to one page. You do not have enough experience for more than one page at this point in your career!

For more information on resumes, visit Career Connection in 2119 North Hall, or visit our website at econ.ucsb.edu/CareerConnection