

Your resume is the first impression an employer will have of you and the basis by which you will or will not be selected for an interview. Your resume should highlight your qualities and experiences most relevant to the position to which you are applying.

## A GREAT RESUME:

- Presents your most relevant data first
- Emphasizes your assets
- Utilizes white space for a consistent format
- Avoids the use of “I,” “me” and “my”
- Is free of grammatical and spelling errors
- Is limited to a maximum of one page

## FORMAT AND LAYOUT:

- Your resume should be brief, well organized, and neatly printed on 8 1/2" X 11" white or off white paper
- Should be 10, 11 or 12 point font;
  - Simple fonts like Garamond, Bell, Calibri and Times New Roman work best
- There are three basic resume formats: chronological, combination, and functional
- The resume format you choose should highlight your strengths and de-emphasize your weaker areas

## PERSONAL INFORMATION (U.S. Standards):

- The only required information is your name, address, telephone number, and e-mail
- No other personal information should be included on a resume

## POSSIBLE HEADINGS INCLUDE:

### CAREER OBJECTIVE:

- Stated either at the top of the resume or in the cover letter
- Should be brief and concise
- Most accounting firms feel that the objective is unnecessary

### EDUCATION:

- Include degree, major, minor, institution, city, state, and expected date of graduation
  - Economics and Accounting majors and/or those interested in pursuing a CPA license:
    - List expected CPA eligibility date
- You may also include scholarships, honors, awards, special training, relevant courses, and study abroad, GPA and Major GPA (if it's above 3.0)
- Do not include high school

### WORK & LEADERSHIP EXPERIENCE:

- Describe your most recent job experience first
- Include both paid and non-paid experience (internships, part-time jobs, leadership roles in clubs/organizations, volunteer work, etc.)
- Include your job title, the company name, city, state, and dates of employment
- Provide detailed information about your experience that most relates to the work you are seeking
- Use strong, descriptive action verbs to describe your responsibilities and accomplishments using bullets
- This section could be separated into two sections: Work Experience and Leadership Experience

### RELEVANT COURSE PROJECTS:

- Use course projects if you are lacking work experience
- Describe project, including any leadership role that you took within the project

### *Chronological*

- Is the most common format
- Good for a person with a strong history of relevant work experiences

### *Functional*

- Organizes your most relevant experiences into skill areas
- Provides your employment history in a brief format
- Works well for career changers, gaps in employment, and little work experience

### *Combination*

- Uses work history and skills summary to emphasize person's experience
- Works well for those with full work history in multiple fields

**ACTIVITIES AND INTERESTS:**

- Include memberships, clubs/organizations, community involvement, and anything else that is related to your career objective or reveals something unique about yourself

**ADDITIONAL INFORMATION:**

- Include qualifications on equipment, licenses, certificates, language ability, computer skills (other than Microsoft suite), travel, publications, awards, and other achievements relevant to your career objective

You do not need to have each of these sections on your resume. The basics include:

- Contact Information
- Education
- Work and/or Leadership Experience
- Activities and Interests

**ACCOUNTING RESUME TIPS (given by recruiters):**

- Accounting students: Do away with the objective. Obviously, your objective is to get a job at a public accounting firm!
- Start each bullet point with an action word.
- Give recruiters specifics. If you excelled at customer service, describe this by quantifying that data. For example, "Supported a team of six serving 65 customers daily, paying special attention to personalized service."
- 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 our needs in the role. If you are applying for an internship, we are looking for strong communicators who exhibit leadership skills and work well in teams. Show these qualities in your bullet points.
- Stick to one page. You do *not* have enough experience for more than one page at this point in your career!

**Essential checklist before sending your resume to anyone or posting to Guacholink**

- Proofread, proofread, proofread.
- Grammar check & spell check.
- Don't make the employer work; use an inviting and easy-to-read format and font.
- Font size should be between 10 pt and 12 pt.
- Utilize the whole page (8 ½ x 11). Adjust your margins between 0.5 and 1.0 inches.
- Use light colored paper; it is usually perceived as more positive and professional.
- Prior to uploading or emailing your resume to anyone, convert the document to a PDF.

**Methods for creating a presentable resume**

If you are using Microsoft Word to create your resume, the following table will assist you in adding a unique and creative look to catch the eye of the employer.

Bullet Points (☺)	SMALL CAPS	Tabs	Margins
1. Select insert	1. Highlight text that will be small caps	1. Select Format	1. Select File
2. Select symbol	2. Select Format	2. Select Tabs	2. Select page setup
3. Select font wingings	3. Select Font	3. Adjust default to 0.5" to 1.0"	3. Adjust all margins to 0.5"
4. Select desired symbol	4. Select small caps	4. Select OK	4. Select OK
5. Select insert	5. Select OK		
6. Select close			
7. Copy and paste bullet when needed (this method allows you to manipulate the size and location of the bullet)			

Sample resumes for accounting and finance can be found at: [http://econ.ucsb.edu/undergraduate/career\\_connection.html](http://econ.ucsb.edu/undergraduate/career_connection.html)