

Career Connection Resume Guide

A great resume presents your most relevant experiences, assets, and skills to a potential employer. A resume should complement your cover letter, but the two documents should not be identical to each other. We suggest the following guidelines when creating your resume:

Page Formatting

- Your resume should be printed on 8.5x11" white or off-white paper
- The font size should be between 11.0 and 13.0 points
- The margins should be set between 0.5" and 1.0"
- Your resume should be no more than one page. Synthesize or remove information as necessary
- Once finalized, convert your resume into a PDF
- Use a consistent format when organizing the structure of your resume
- We recommend placing your most relevant and impressive sections first on your resume, and organizing each section chronologically
- You do not need to have every section listed on your resume. Rather, choose the sections that are most relevant to you and will present the most impressive snapshot of your skills. Only include a section if you have at least 2 items to list in that section
- We recommend using three to five bullet points to describe each work/volunteer experience. Each bullet should only be one line
- For readability, use fonts like Arial, Bell, Calibri, Cambria, Garamond, and Times New Roman

Phrasing

- Avoid the use of first-person pronouns like "I," "me," or "my"
- Avoid using complete sentences and periods when describing your experiences
- Use descriptive action verbs when describing your accomplishments
- Describe your past experiences in the past tense. Experience that is ongoing is written in the present tense
- If possible, try to quantify your experience (e.g.: weekly, monthly, a team of eight, etc.)
- Eliminate any grammatical or spelling errors. Have your resume reviewed prior to submission

Accounting Resume Tips (Given by Recruiters)

- Give specifics. If you excelled at something, describe it by quantifying that data
- If you are an international student, indicate whether or not you need sponsorship. Some firms offer sponsorship and some do not; it is important to be upfront about this before starting a conversation. The firm will not change their policy for one student
- Your resume should be framed in terms of how your experiences will support the firm's needs. 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, please visit the Career Connection Office in North Hall 2119)