

RESUMES

WHAT TO INCLUDE

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Campus Address
13 FAU Boulevard
Boca Raton, FL 33431

Permanent Address
27 Bluebird Drive
Orlando, FL 32801

OBJECTIVE

Seeking a position in the field of Accounting where I can apply my auditing and information systems experience.

EDUCATION

Bachelor of Business Administration in Accounting
Florida Atlantic University
Overall GPA: 3.5/4.0

August 20XX
Boca Raton, FL

CERTIFICATIONS

Eligible for CPA Exam

August 20XX

EXPERIENCE

Junior Accountant

Homanick, Inc.

September 20XX – Present
Boca Raton, FL

- Analyze marketing monthly expenses and sales representatives' gross receipts for budget preparation and evaluation
- Audit payroll, as well as revise monthly and yearly budgets, to enable efficient company payments and regulate expenditures
- Facilitate the implementation of a new software program, which helped increase department productivity and reduced errors by 15 percent

Accounting Intern

Vander and Associates

May 20XX – August 20XX
Boca Raton, FL

- Reviewed and corrected accounting entries, assisted with financial planning input and analysis, and generated reports
- Maintained paper work before and at the conclusion of audit process and reviewed for accounting corrections
- Generated 12 audit reports that included: internal control recommendations, management letters, loan file review expectations, and financial ratios

Crew Leader

Sherry's Muffins

May 20XX – April 20XX
Fort Lauderdale, FL

- Supervised a crew of seven workers and managed bakery's daily operations, while providing superior customer service
- Trained 20+ employees and created schedules for all under-management employees resulting in an effective scheduling procedure
- Responded to customer questions and complaints, and oversaw the sales and baking processes to provide the optimal bakery experience

ACTIVITIES

Accounting Student Association
Alpha Kappa Psi
Beta Alpha Psi

20XX – Present
20XX – Present
20XX – Present

COMPUTER SKILLS

Microsoft Office Suite, ATX Total Accounting Office, Intuit QuickBooks, Sage CPA Client Checkbook

Name
Address
Phone Number
E-mail

Education:

List the institutions you graduated from in reverse chronological order

Experience: List the positions you you have held (include paid, volunteer, leadership, military, and intern positions). You do not need to list every job you have ever had; you only need to list the experience that are current or relevant to the position. Ask yourself:

- What were my major accomplishments?
- What were my main responsibilities?
- What skills did I learn, improve or utilize?
- What special knowledge did I gain?

Skills:

What skills do you possess (e.g. language ability, computer skills, technical skills)?

Activities [optional]:

Were you a member of any clubs, Greek Life, nonprofit groups, athletic teams? Did you serve a leadership role in an organization? Did you participate in research, training, or conferences? Describe your accomplishments.

- Resumes are usually 1-2 pages in length
- Page margins can range from 0.5" to 1"
- Standard font is recommended (Times New Roman or Calibri) with font size ranging from 10-12 point (your name can be bigger)
- Proper use of verb tense: current jobs = present tense, previous jobs = past tense
- Dates are in reverse chronological order (most recent to least recent) in each section
- Effective use of space: not too little/too much white space
- Format is clean and consistent, easy to read. Avoid overuse of colors, lines, boxes or borders
- "References available upon request" should not be on the resume. References' contact information should be on a separate page.

BASIC TIPS