



RESUME

PREPARATION

2018

What Is A Resume?

- ▶ It's a written summary of your experiences, interests, skills, and goals
- ▶ It is the first impression you will make on an employer

Begin with Self-Evaluation

- Think about your experiences, jobs, volunteer work, activities
- Assess what you have accomplished
- What skills have you developed
- Don't just think of your tasks



Where to find your skills

**Think of yourself personally,
professionally, and academically.
What are your strengths and
accomplishments?**

(coursework, individual and group assignments, projects, research, training, special knowledge, community service, student and professional organizations, student activities, sports, travel, study abroad, leisure activities, hobbies)

Questions to ask yourself?

- Did you perform your job better than others?
- What were the problems or challenges faced?
- How did you overcome them?
- What were the results?

Questions to ask yourself?



- How did the company benefit from your employment?
- Did you receive awards, recognition, or promotion?
- Have you explained in sufficient detail what you did at your job?

RESUME TIPS

**DO NOT USE THE
MICROSOFT WORD
RESUME TEMPLATES!!**

**DO NOT PUT YOUR RESUME
IN A TABLE!!**

TIPS – cont.

- ▶ Document **CANNOT** exceed one page
- ▶ Within each section, most recent information should be first

TIPS – cont.

- ▶ No personal pronouns
- ▶ Font size:
10-12 points for text
- ▶ Name can be larger

TIPS – cont.

- ▶ Choose one font size
- ▶ Use bold and italics to separate information
- ▶ Be consistent in your formatting

TIPS – cont.

- ▶ Use the tab key, not the space bar.
- ▶ Use bullets, not dashes.
- ▶ Prove you are proficient in Word
- ▶ BE HONEST!!

TIPS – cont.

- ▶ Have it critiqued. SPELL CHECK!!!!
- ▶ How does it look? Is it balanced? Is it crowded? Are there large sections of white?

TIPS – cont.

- ▶ Print copies on resume paper for interviewers.
- ▶ Your 150 credit date needs to be in the Education section

Being 150 means...

- Accounting firms require you meet licensure education requirements before starting work.
- Your 150 date determines your eligibility for leadership programs, internships, and full-time positions.

150 Hour Compliant



- Every state has their own education requirements to be qualified to sit for the CPA exam.
- Every state has their own education requirements to be licensed once you pass all four parts of the CPA exam.
- Licensure requires additional credits beyond a bachelor's degree (150 cr)

Now What?

- You need a plan – extra credits in undergrad, extra undergrad semesters, graduate degree
- Come up with a date when you will have 150 credits completed

You the Brand

- Google yourself
- What comes up?
- Employers do look at social media

John Doe



Home

2100 Main Street
Hometown, CT 06999
(860) 123-4567

School

1 Perregaux Place
Storrs, CT 06268
(860) 429-5555

John.doe@uconn.edu

Jane Doe

2100 Main Street
Hometown, CT 06999
860-123-4567 (cell)
Jane.doe@uconn.edu

Objective:

A summer internship in accounting.

OR

An winter internship in accounting utilizing communication, analytical, and problem solving skills.

Education:

University of Connecticut, Storrs, CT
Bachelor of Science in Business, May 2019
Major in Accounting
GPA: 3.42/4.00
150 hour compliant, December 2019

AWARDS:

Dean's List Spring 2017, Nutmeg Scholar,
Accounting Department Scholarship
Recipient

Relevant Courses:

(optional based on space)

List in order of importance or alphabetically.

Financial Accounting

Intermediate Accounting

Public Speaking

Managerial Accounting

Federal Income Tax

Real Estate

OR

Financial Accounting, Managerial Accounting,
Intermediate Accounting, Federal Income Tax, Public
Speaking

Computer Skills:

(optional based on space)

Access, Excel, PowerPoint, Word, HTML

OR

SKILLS:

Computer: Access, Excel, PowerPoint, Word
Language: Conversational Spanish

Employment Experience



- ▶ Responsibilities
- ▶ Accomplishments – problems faced & solutions
- ▶ Contributions – increase profit, improve efficiency, work flow
- ▶ Quantitative or qualitative indicators - results

Action Verbs

- ▶ Each bulleted item should start with an **ACTION VERB** (see action verb handout).
- ▶ If currently working, use present tense. If no longer working, use past tense.
- ▶ **Pretend** the word “I” is in front of your statement. Does it make sense?

Related Experience:

Husky Nation, Storrs, CT

Accounts Payable Clerk, May-August 2016, 2017

- Processed accounts payable invoices, employee expense reports, and timesheets for large manufacturer.
- Organized invoices and purchase orders in Excel maintaining accurate recordkeeping.
- Updated resume files and entered new resumes into Access database.
- Assisted in other departments during staffing shortages.

Work Experience:

Stop & Shop, Manchester, CT

Cashier, January-September 2015

- Maintained accurate cash drawer in high volume store
- Supervised the training of six new cashiers in register operations
- Worked as closing cashier responsible for getting store ready for next day
- Participated in employee training to improve customer service

Good – Better

- ▶ **Good:** Waited on customers taking orders.
- ▶ **Better:** Worked as part of a team servicing customers ensuring a quality experience.

Duties vs. Accomplishments

- **Good:** Attended group meetings and recorded minutes.
- **Better:** Recorded weekly minutes and compiled a Word-based file for future organizational reference.

Good – Better



- ▶ **Good:** Worked with children in a day-care setting.
- ▶ **Better:** Developed daily activities for twenty-five preschool-age children and directed a holiday performance.

Volunteer Experience:



Habitat for Humanity, Hartford, CT Summer 2016

- Assisted in the construction of a new home for a needy family
- Organized a tag sale raising \$2,000 for the organization

Walk for the Cure, Hartford, CT Summers 2015-2016

Activities:



Beta Alpha Psi, Membership Chair Fall 2015

- ▶ Created a membership drive plan to increase the pledge class size
- ▶ Organized a social event presenting the benefits of induction into the fraternity

Intramural Soccer, Basketball, and Football

- ▶ *Soccer Captain, Fall 2016*

Interests:

Reading, snowboarding,
weightlifting, hockey,
movies, skydiving, scuba
diving, running