



**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
- ▶ **NO** high school information
- ▶ 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 2020  
Major in Accounting  
GPA: 3.42/4.00  
150 hour compliant, December 2020

## **AWARDS:**

Dean's List Spring 2018, 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 2017, 2018*

- 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 2018

- 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 2017

- 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 2017-2018

# Activities:



## **Beta Alpha Psi, Membership Chair** Fall 2017

- ▶ 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 2018*

# Interests:

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