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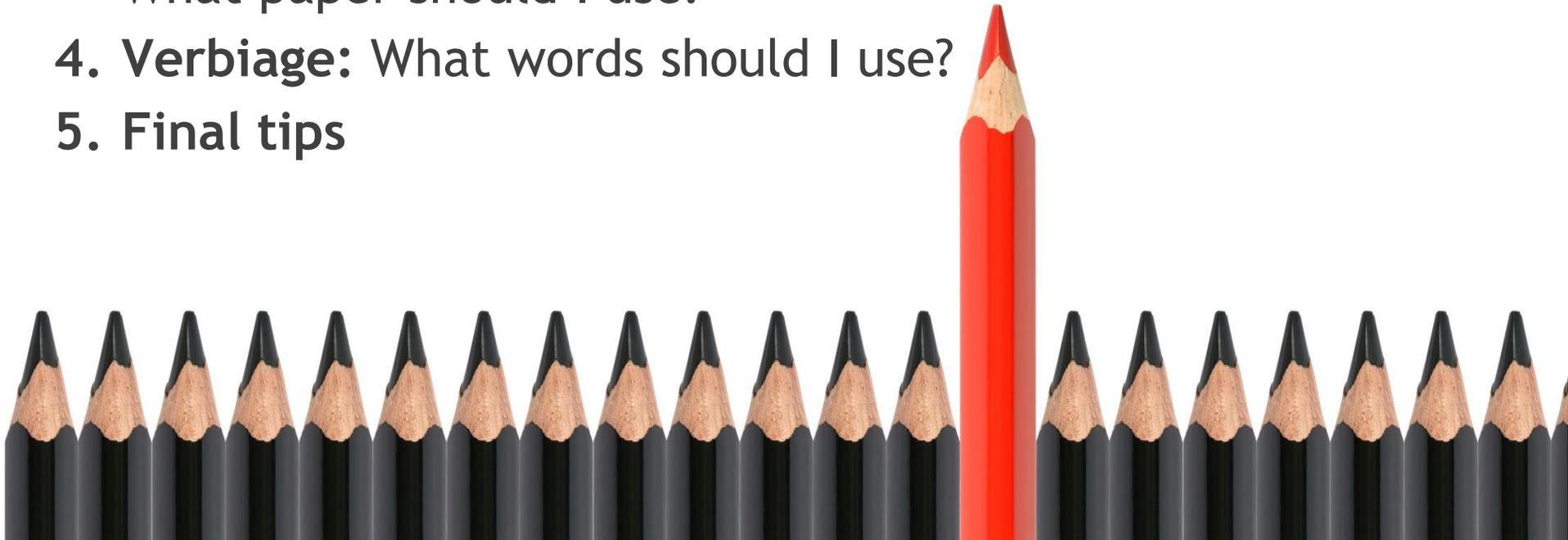
Resume Essentials: Tips for Building a Top- Notch Resume





RESUME WRITING AGENDA

1. **Header:** What should be on the top of your resume?
2. **Order:** How should I order my information?
What should I include?
3. **Page:** How many pages should a resume be?
What paper should I use?
4. **Verbiage:** What words should I use?
5. **Final tips**





ORDER

How should I order my information? What should I include?

1. Header

2. Objective (Optional)

3. Education

4. Work Experience

5. School Involvement/Activities

6. Skills and Interests

SAMPLE RESUME

This is a good example of what the overall format of a resume should look like.

Notes:

- ▶ Resume is neat and organized
- ▶ Font is easy to read
- ▶ No pictures, logos, or flashy colors

JOHN A. STUDENT

Permanent Address: 234-897-4598 School Address:
123 Main Street JStudent@school.com 430 W. 12th Avenue
Hometown, CA 90059 Colletown, NJ 08002

OBJECTIVE
To obtain an Associate position in the Audit department at BDO, allowing me to use my accounting education in a practical setting.

EDUCATION
Bachelor of Science, Business Administration Expected: May, 2017
Great University

- GPA: 3.45 (Overall), 3.82 (Major)
- Major: Accounting
- Minor: Finance
- Related Coursework: Introduction to Accounting, Business Tax, Internal Audit
- CPA eligible upon graduation

EXPERIENCE
Audit Intern January 2015 to April 2015
Great Accounting Firm

- Participate in audit fieldwork for real estate, non-profit, and retail clients
- Assist in researching audit process for auditing publicly traded companies

Sandwich Artist August 2013 to December 2014
Subway

- Provide excellent customer service in fast-paced environment, requiring multitasking and organization

EXTRA-CURRICULAR INVOLVEMENT
Vice-President, Beta Alpha Psi

- Organized Beta Alpha Psi's annual Meet the Firms event
- Increased attendance at BAP events by 30% over two years
- Organized speakers from various firms to present about their firms, and discuss opportunities in public accounting

Team Captain, Intramural Hockey

- Managed team schedule and roster
- Coached practices, and helped increase athleticism of team members

SKILLS & ABILITIES

- Multi-tasking
- Time management
- Organization

INTERESTS

- Reading
- Playing hockey and basketball
- Competitive basket weaving

ORDER

Header

Things to Include:

- ▶ Full name
- ▶ Home address
- ▶ School address (if different than home)
- ▶ Email
- ▶ Phone Number

Notes:

- ▶ Make sure you check for messages at the phone number and email address you list regularly
- ▶ Check for typos - your contact information must be accurate!

JOHN A. STUDENT		
Permanent Address: 123 Main Street Hometown, CA 90059	234-897-4598 JStudent@school.com	School Address: 430 W. 12 th Avenue Collegetown, NJ 08002
OBJECTIVE To obtain an Associate position in the Audit department at BDO, allowing me to use my accounting education in a practical setting.		
JOHN A. STUDENT		
Permanent Address: 123 Main Street Hometown, CA 90059	234-897-4598 JStudent@school.com	School Address: 430 W. 12 th Avenue Collegetown, NJ 08002
EXPERIENCE Participated in retail store management, customer service, and sales for retail clients. <ul style="list-style-type: none">Assist in researching audit process for auditing publicly traded companies.		
Sandwich Artist Subway		August 2013 to December 2014
<ul style="list-style-type: none">Provide excellent customer service in fast-paced environment, requiring multitasking and organization.		
EXTRA-CURRICULAR INVOLVEMENT Vice-President, Beta Alpha Psi		
<ul style="list-style-type: none">Organized Beta Alpha Psi's annual Meet the Firms eventIncreased attendance at BAP events by 30% over two yearsOrganized speakers from various firms to present about their firms, and discuss opportunities in public accounting		
Team Captain, Intramural Hockey		
<ul style="list-style-type: none">Managed team schedule and rosterCoached practices, and helped increase athleticism of team members		
SKILLS & ABILITIES		
<ul style="list-style-type: none">Multi-taskingTime managementOrganization		
INTERESTS		
<ul style="list-style-type: none">ReadingPlaying hockey and basketballCompetitive basket weaving		

ORDER

Objective

JOHN A. STUDENT

Permanent Address:
123 Main Street
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234-897-4598
JStudent@school.com

School Address:
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Collegietown, NJ 08002

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EDUCATION

Bachelor of Science, Business Administration
Great University

Expected: May, 2017

OBJECTIVE

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Notes:

- ▶ The objective is optional! Need extra space? Get rid of this section first.
- ▶ This is the easiest section to make a mistake in - double and triple check the specifics in your objective section.
- ▶ Make sure the right firm gets the right resume!

- Assist in researching audit process for auditing publicly traded companies

Sandwich Artist
Subway

August 2013 to December 2014

- Provide excellent customer service in fast-paced environment, requiring multitasking and organization

EXTRA-CURRICULAR INVOLVEMENT

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Education

Things to Include:

- ▶ Name of school
- ▶ Degree
- ▶ Expected graduation date (always on right side)
- ▶ GPA
 - If major GPA is higher than overall GPA, be sure to include it
- ▶ Major and Minor (if applicable)
- ▶ Related coursework (optional, include if you have the space for it)
- ▶ CPA eligibility information

<h2>JOHN A. STUDENT</h2>		
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Team Captain, Intramural Hockey <ul style="list-style-type: none">• Managed team schedule and roster• Coached practices, and helped increase athleticism of team members		
SKILLS & ABILITIES <ul style="list-style-type: none">• Multi-tasking• Time management• Organization		
INTERESTS <ul style="list-style-type: none">• Reading• Playing hockey and basketball• Competitive basket weaving		

ORDER

Work Experience

Things to Include:

- ▶ Position name
- ▶ Company and city
- ▶ Dates you held the position (month and year)
- ▶ Descriptive bullets

Notes:

- ▶ Order the bullets in the order you want them seen - most important/relevant on top!
- ▶ Would your bullet points apply to the accounting industry?
- ▶ Make sure your bullets are in the appropriate tense (past tense for prior positions, current tense for position you have now).

JOHN A. STUDENT

EXPERIENCE

Audit Intern January 2015 to April 2015
Great Accounting Firm, Collegetown, NJ

- Participate in audit fieldwork for real estate, non-profit, and retail clients
- Assist in researching audit process for auditing publicly traded companies

Sandwich Artist August 2013 to December 2014
Subway, Collegetown, NJ

- Provided excellent customer service in fast-paced environment, requiring multitasking and organization

retail clients

- Assist in researching audit process for auditing publicly traded companies

Sandwich Artist August 2013 to December 2014
Subway

- Provide excellent customer service in fast-paced environment, requiring multitasking and organization

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Extra-curricular Involvement/

Things to Include:

- ▶ Position held
- ▶ Organization name
- ▶ 1-3 bullets outlining responsibilities
- ▶ Any relevant dates

Notes:

- ▶ Involvement in activities outside the classroom shows initiative, leadership ability, and time management skills.
- ▶ Include anything you think is a relevant and positive reflection on you.

JOHN A. STUDENT

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EXTRA-CURRICULAR INVOLVEMENT

Vice-President, Beta Alpha Psi (2014 – 2015 school year)

- Organized Beta Alpha Psi's annual Meet the Firms event
- Increased attendance at BAP events by 30% over two years
- Organized speakers from various firms to present about their firms, and discuss opportunities in public accounting

Team Captain, Intramural Hockey

- Manage team schedule and roster
- Coach practices, and help increase athleticism of team members

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Skills and Interests

Things to Include:

- ▶ Proficiencies
- ▶ Languages
- ▶ Hobbies
- ▶ Interests
- ▶ Something that will grab our attention

Notes:

- ▶ Have an interest in something unique? List it on your resume! It's a great conversation starter ("competitive basket weaving, tell me about that.")
- ▶ Be prepared to talk about anything and everything on your list.

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- Major: Accounting
- Minor: Finance
- Related Coursework: Introduction to Accounting, Business Tax, Internal Audit
- CPA e

EXPERIENCE
Audit Intern
Great Account

- Participated in retail
- Assisted in food

Sandwich Artist
Subway

- Provided customer service

EXTRA-CURRICULAR
Vice President

- Organized community events
- Increased membership in public

Team Captain

- Managed team
- Coached

SKILLS & ABILITIES

- Multi-tasking
- Time management
- Organization

INTERESTS

- Reading
- Playing hockey and basketball
- Competitive basket weaving

SKILLS & ABILITIES

- Fluent in American Sign Language
- Multi-tasking
- Time management
- Organization

INTERESTS

- Reading
- Playing hockey and basketball
- Competitive basket weaving



FAQ

Q: How many pages should it be?

A: One page max, at the recent college grad level.

Q: Should I put it in a nice paper folder?

A: No, we will not keep that. Please keep your resume in something that will ensure that it stays clean.

Q: What type of paper should I use?

A: At a career fair, a grade up from ordinary printing paper is nice, but not required. For an interview, you will want to use nicer paper.

FINAL TIPS

- ▶ Your resume is the most important paper you will ever write. It is the first impression employers have of you - make it good!
- ▶ Font should be simple and easy to read - don't get too fancy
- ▶ Spend time constructing your resume - do not do it at the last minute
 - Revisit it the way you would when you write a paper; write it, walk away from it for a day or two, then read through it again
- ▶ Triple check it for spelling and grammatical errors - especially those that spell check won't pick up (e.g. "baking" vs. "banking")
- ▶ Show your resume to a friend, professor, parent and get their opinion and ask them to proof-read it for you. You will read what you think you typed
- ▶ Errors make recruiters/employers question your attention to detail and your communication skills, take every precaution to avoid them
- ▶ Keep your electronic copy updated!





Questions?

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skrucki@bdo.com

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oford@bdo.com



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