Seneca

SECTIONS OF A RESUME

CONTACT INFORMATION
- Use a professional email/voicemail

OBJECTIVE
- What exactly do you want to do for work?
- Be specific and show a job title, industry, field, position level, skills you will use

HIGHLIGHTS OF QUALIFICATIONS
- In bullet form, list relevant experience, education and skills, computer and language skills
- Make sure your qualifications are in order of importance and relevant to the position

EDUCATION AND TRAINING
- If education is recent, add before work experience. Include highlights of major projects completed or the skills, knowledge and experience and/or major accomplishments gained from your course of study
- Include all education and training *relevant* to the job to which you are applying
- List education in reverse chronological order (most recent first)

WORK EXPERIENCE
- List work history in reverse chronological order (most recent first)
- Use action verbs to convey the skill(s) used (i.e. processed, calculated, developed, analyzed, coordinated)
- Try to make each point accomplishment oriented

JOE REDBERRY

123 Main Street Anywhere, ON V8S 5B1
(999) 999-9999 joe@mail.com

OBJECTIVE

Seeking an International Financial Analyst position where I can contribute my accounting and financial knowledge, analytical skills and work experience.

HIGHLIGHTS OF QUALIFICATIONS

- Top student in **Bachelor of Applied Business – International Accounting and Finance degree program** at Seneca College. Awarded **President's Honour List** twice, and recommended for graduation**.** GPA 3.8 out of 4.0
- Eligible to write **International Accounting Accreditation** exam and become accredited with an **ACCA or CPA designation**
- Knowledge of International Accounting Standards and Forensic Audit Management
- Experience implementing an ERP system using MS Great Plains Dynamics
- Strong accounting skills developed through 3 years related work experience

EDUCATION

Bachelor of Applied Business January 2007 – April 2010
International Accounting and Finance degree
Seneca College, Toronto, ON
- Identified the similarities and differences among International accounting standards and various country's GAAP
- Completed a major project analyzing a company's Sarbanes Oxley (SOX) related internal control reviews
- In a team based environment, completed a case-study by identifying, analyzing and solving fraud schemes such as forgery, confidence schemes and embezzlement

WORK EXPERIENCE

Accounting Tutor (part-time) April 2007 – Dec 2009
The Learning Center - Seneca College, Toronto, ON
- Tutored two Fundamental Accounting courses and two Intermediate Accounting courses. All are CGA credit courses
- Instructed financial plan case studies and audit case studies
- Demonstrated excellent customer service skills, and received the Certificate for Customer Service Training from Seneca College

Accountant Assistant Aug 2004 – Jan 2006
Accounting Department - Beijing Transportation Bureau, China
- Completed internal cash control and bank reconciliation
- Performed A/R and A/P functions
- Prepared monthly payroll worksheet and financial statements

Seneca

- Collected data from six departments for the development of budgets for senior management

ADDITIONAL OPTIONAL RESUME SECTIONS

ACCOMPLISHMENTS
- List any special achievements, including professional, personal and/or academic achievements

VOLUNTEER EXPERIENCE
- Include any *recent* volunteer activities (within the last 5 years)
- Volunteer activities include anything you have done of your own free will without compensation

INTERESTS or HOBBIES
- Include any hobbies, interests and/or sports
- Interests can demonstrate curiosity, ambition, discipline, teamwork, creativity and uniqueness

ASSOCIATIONS
- List any professional or personal associations where you possess membership
- You may want to *omit* religious or political associations

Joe Redberry (999) 999-9999
joe@mail.com

ACCOMPLISHMENTS
- Nominated for the Premier's Award
- Upheld a grade point average of 3.8 throughout College
- High School Valedictorian

VOLUNTEER EXPERIENCE

Office Assistant
ABC Company, Toronto, ON Jan 2005-Aug 2007
- Accurately filed confidential information
- Politely answered a 100 employee multi-line telephone system and took messages
- Scheduled over 10 meetings per month and booked rooms
- Operated general office equipment including photocopier, fax machine and database updating

INTERESTS or HOBBIES

Gardening
- Landscaped an outdoor paradise complete with gazebo, raised perennial beds, retaining wall, two fish ponds with foundations, interlocking brick design.

ASSOCIATIONS
- Student Member, ACCA Canada

REFERENCES AVAILABLE UPON REQUEST

Creating a List of References…

- **Do NOT include references or company contact information in your resume**
- It is best to have your reference contact information typed out and prepared to give to the interviewer
- Try to have at least 3 references (employer, professor, etc.). Be sure to contact them prior to your interview to seek permission

Example:

Name of Reference:
Title:
Company:
Phone Number:
Email:
Relationship: e.g. Previous Supervisor