Accounting Resume Guidelines

I. Building A Great Resume

A resume serves one purpose—to get you an interview. Most recruiters only spend 30-60 seconds reviewing your resume, so a good resume will say a lot with only a few words. Your resume should represent your skills and your career potential, but it should also convey your personality and tell your professional story. To an employer, a resume is the answer to the question: "Who are you?"

II. Resume Structure

Take a moment to put thoughts of length out of your head. We'll worry about that when it's time to edit. Remember, while your finished resume should be concise, it's equally important that it be thorough. Take the time to consider the following elements. Be as detailed as possible.

Contact Information: Include your full name, address, professional email, and phone number. You may also choose to include links to e-Portfolios or professional online profiles.

Objective (optional): The objective statement of goals forms the basis of the targeted resume. Create one that is focused on the job title, location, and company you are seeking to obtain employment from. Be specific, short, and to the point.

Education: Detail your academic experiences and background. Include colleges attended, your degree(s), majors/minors, and study abroad. Also include your anticipated graduation date. Be sure to include your program title and track. For example: '5-year MBA Fast Track Program'. Cumulative GPAs are required for accounting, generally with a minimum GPA of around 3.4. If you have an exceptionally high major GPA that may be listed as well.

*****Note: nothing lower than a 3.0 GPA should be listed on *any* resume.

Certifications: Describe your status or progress towards CPA licensure. Many accounting positions require candidates to obtain 150 credit hours to be eligible to sit for the CPA exam by graduation. For example:

- 'On track to sit for CPA Exam in December 2014'
- 'Eligible to sit for CPA Exam in December 2014'
- 'CPA Track – 150 credit hours completed by December 2014'

Experience: Include relevant jobs, internships, or long-term projects you have completed in recent years. Include company names, position titles, locations, dates, and your quantifiable accomplishments as they relate to your objective. See Editing, Revision, and Review for more detail.

Honors & Awards: List scholarships, academic awards, and other recognitions you have received. If there is only one, include it in the education section.

Skills/Technical Skills: Include skills you have that are transferable to a work setting. These may include computer skills or, foreign languages. If you have experience working with any accounting-specific software, be sure to include that as well. Examples include: Epicor, Multiview Enterprise, Intacct, NetSuite, Sage, etc.

Activities/Leadership/Community Service: List your extracurricular activities, clubs, affiliations, and volunteer activities. Include any titles or positions you held, dates of employment, and short descriptions of your accomplishments.

III. Resume Tips: Editing/ Revision/ Review

Now that you've written down every credential you can think of, it's time to take a break. Stand up, stretch, and breathe. You're back and refreshed? Great! Take a moment to re-read what you've written. Check for these common errors:

Spelling & Grammar: Be consistent with punctuation, capitalization, and spelling.
Read your resume out loud to yourself. A good resume will flow off your tongue and sound professional. Reading aloud will also help you identify grammatical errors.

Content: Make sure each and every point speaks to your qualifications for the job. For each experience, list your accomplishments in detail. Quantify your achievements as often as possible. Use action verbs to describe your past experiences.

Formatting: Use bulleted phrases beginning with action verbs. Avoid computer-based templates because they offer minimal formatting flexibility. Restrict fonts to the basics (Times New Roman, Arial) and size them for legibility. Be consistent with stylistic formatting (i.e. bold, italic, underline, punctuation.)

Have your resume reviewed by the experts at the Career Center. Resume review hours during the fall and spring are Mondays, Tuesdays, and Thursdays from 1:00 pm - 4:00 pm and on Fridays by appointment only.

Accounting Industry Specific Skills/ Traits & Action Verbs

Utilize these keywords associated with the field of accounting on your resume:

Keywords:

- account
- account balance
- analyze
- annual report
- approve
- asset
- asset management
- audit
- taxation
- bottom line
- budget
- cash flow
- client
- closing
- collaborated
- compliance
- document
- earnings
- equity
- evaluate
- financial statements
- internal control
- ledger
- liability
- policies
- process
- profitability
- reconciled
- report
- review
- team
- verified

Action Verbs:

- accomplished
- achieved
- adapted
- attained
- balanced
- brainstormed
- budgeted
- built
- calculated
- changed
- centralized
- complied
- communicated
- decreased
- delegated
- determined
- directed
- distributed
- delivered
- disbursed
- established
- examined
- engaged
- evaluated
- fulfilled
- finalized
- facilitated
- followed through
- handled
- headed
- implemented
- increased
- improved
- initiated
- maintained
- maximized
- monitored
- operated
- oversaw
- organized
- optimized
- planned
- prepared
- performed
- positioned
- reconciled
- reduced
- restructured
- resolved
- strategized
- streamlined
- structured
- supervised
- spearheaded
- tailored
- taught
- tracked
- transformed
- verified
- validated

Skills/ Traits:

- accountable
- accurate
- adaptable
- agile
- analytical
- balanced
- capable
- cooperative
- communicative
- conservative
- coordinating
- critical thinking
- efficient
- enthusiastic
- effective
- energized
- go-getter
- hardworking
- independent

Example #1: MBA in Accounting

Wolfie Career

Stony Brook Career Center - Stony Brook, NY, 11790 - 631.632.6810 - wolfie.sbu@gmail.com

EDUCATION

Stony Brook University, Stony Brook, NY
Master of Business Administration: Accounting 12/2014
GPA: 3.80 -Dean's List

- On track to sit for CPA exam in December

Bachelor of Arts: Major: Economics*, his *Minor: Accounting 12/2013
GPA: 3.61 -Dean's List

EXPERIENCE

Tax Relief, CPA, P.C, Ronkonkoma, NY 08/2013 - Present
Public Accountant

- Maintain 13 entities at a full service accounting firm
- Bookkeeping including monthly maintenance/ closure (service-and product-based)
- Tax preparation experience with Individual (Form 1040), Corporation (Form 1120) and Partnership (Form 1065) returns and schedules
- Advising of clients and assisting in formation of Partnerships and Corporations (including Form 2553, SS-4)
- Developed an effective system of QuickBooks integration for payroll, expense categorization and bill payment that increased time and cost efficiency by 10%

CPA Prep, Long Island, NY 12/2013 - Present
Campus Representative

- Educate students regarding the content and requirements of the CPA examination
- Plan and execute marketing strategies including class presentations, flyer handouts, and table displays

ABC Plumbing Supply, Huntington, NY 10/2012 - 06/2013
Intern Accountant

- Prepare bank and invoice reconciliations
- Assist in preparation of month and year end closes
- Provide financial statements to top management for review
- Support controller and staff accountants with general administrative duties

Painting Long Island, Bay Shore, NY 11/2011 - 10/2012
Intern Executive Manager

- Revenues exceeding $80,000, sales closure at 30% (both well above company average)
- Hire, train, and manage an eight-employee branch
- Estimate painting projects and professionally present them to clients
- Oversaw customer relations, production management and quality control

SKILLS

Computer: QuickBooks/ Intuit Pro Advisor, Logos Church Accounting Software, ProSystems Fx Tax, Mincron, BoE EFS, MS Office (Word, Excel, Outlook)
Language: Fluent in Russian

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

- Treasurer of Alpha Epsilon Pi Fraternity 08/2012- Present
- Fishing, Hunting, Football

Example #2: Business Management Major / ACC Minor

WOLFIE CAREER

Stony Brook Career Center | Stony Brook, NY, 11790 | wolfie.sbu@gmail.com

OBJECTIVE

To obtain the position of Staff Accountant at XYZ.LLC

EDUCATION

Stony Brook University, Stony Brook, NY 05/2017
Bachelor of Science: Major: *Business Management*
Minors: *Accounting, Applied Mathematics and Statistics, and Leadership*

- On track to enter MBA Program- CPA Track

GPA: 3.83- Dean's List
Related course work: Managerial Cost Analysis and Applications | Introduction to Business Statistics | Management and Operations | Business Leadership Program

EXPERIENCE

Manager of Acappella Group 08/2012 to 05/2013
School of Arts & Sciences, the Acappellas

- Supervised the communication of 16 members
- Organized events for the group to perform
- Controlled funding and disbursement of cash funds, including collecting dues and paying bills
- Collected Guardian and Medical Authorization forms for televised production

Volunteer Coach 08/ 2011 to 05/2013
Old Brook, Basketball Club

- Met 3 hours per week to teach advanced athletics such as shooting, dribbling, and passing a basketball to children ages 12-14
- Met 1 hour per week to exemplify sportsmanship and teamwork through basketball games and drills to children ages 3-12

LEADERSHIP ACTIVITIES & ACCOMPLISHMENTS

Vice President 08/2013 to Present
Stony Brook University, National Association of Black Accountants

- Collaborate with executive board to coordinate events
- Market events to students using social media and e-mail campaigns
- Recruit members and manage membership information for regional chapter

Member 08/2011 to 05/2013
Skaneateles, Music Honor Society

- Participated in four music events for the community including visiting nursing homes, hospitals, elementary schools, and the local Jewish Community Center

Member
National Society of Collegiate Scholars, USA 08/2013

SKILLS

Computer: Microsoft Office: Word, Excel, PowerPoint, QuickBooks, Bookkeppers, AceMoney

AWARDS

Stony Brook University, Spotlights Digication Page 08/2013

- Awarded to students who illustrate their knowledge and studies through their own ePortfolios

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Example #3: Accounting Graduate – Entry Level

Wolfie Career
Stony Brook Career Center, Stony Brook, NY 11740, wolfie.sbu@gmail.com

EDUCATION

STONY BROOK UNIVERSITY, Stony Brook, NY
MBA in Accounting – 3.73 GPA — Expected Dec. 2015
- CPA Eligible (150 credits) by June 2015

B.A. in Psychology, Accounting Minor — May 2014
- Graduated Cum Laude

EXPERIENCE

Ascend, Inc., New York, NY
Accounting & Administrative Intern — 7/2014 – Present
- Process accounts receivables by generating invoices and entering receipts on QuickBooks for Ascend's signature programs and sponsorship packages
- Manage accounts payables by processing bills and submitting them for approval on Huddle
- Conduct monthly bank reconciliations on QuickBooks for multiple national and local chapter accounts
- Assist accounting manager with collecting and preparing documentations for the external auditor
- Assist accounting manager with accounts receivable collections

Convention & Administrative Intern — 5/2014 – 9/2014
- Assist the convention manager and associate with intensive planning for the annual national convention
- Operate Ascend's database system by organizing membership accounts and sending bulk email blasts
- Manage the Ascend job portal by posting jobs, and collecting and distributing resumes to recruiters
- Collect and process paperwork for Ascend's student chapters, located in 30 colleges nationwide

Roth Regatta Café featuring Red Mango, Stony Brook, NY
Student Manager — 1/2013 – 3/2014
- Supervised up to 3 crew members in student-run café while greeting and taking customer orders
- Handled cash, credit, gift cards and reward cards when operating cash registers
- Organized and restocked over 20 high demand products

Summer & Fall Panelist — 6/2013 – 1/2014
- Established and maintained communication methods among student managers and crew members
- Revised and updated multiple employee manuals for student café
- Designed a semiannual training program for new student employees

LEADERSHIP EXPERIENCE

Stony Brook University Accounting Society
Co-Founder & Secretary — 5/2014 – Present
- Collaborate with 14 other co-founders to create the Accounting Society chapter bylaws
- Record and distribute minutes to executive board members after each meeting

Golden Key International Honour Society
Treasurer — 11/2013 – Present
- Budget-plan operating funds for the academic year with the help of two campus advisors
- Manage Golden Key's billhighway.com account

SKILLS

- Analytical, Organized, Detail-Oriented, Communication and Teamwork Proficient in QuickBooks, Microsoft Word, PowerPoint, Excel & Google Docs Basic Knowledge in Adobe Photoshop, Publisher, Illustrator, InDesign & Flash Proficient in Cantonese; Conversational in Mandarin

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Example #4: Accounting Undergraduate

Wolfie Career
Stony Brook Career Center, Stony Brook, NY 11740,
631.632.6810 - wolfie.sbu@gmail.com

Education

Stony Brook University, Stony Brook, NY
Master of Business Administration: Accounting Concentration, CPA Track December 2014
GPA: 3.90 150 Hours Obtained
Bachelor of Arts in Economics, Minor: Accounting December 2013
GPA: 3.61 Dean's List

Experience

Accountant, *La Sala, CPA, P.C*, Port Jefferson, NY August 2013 - Present

- Responsible for 14 entities at a full service accounting firm
- Bookkeeping including monthly maintenance and closure (service and product based)
- Tax preparation experience with Individual (Form 1040), Corporation (Form 1120/S), Trust (Form 1041) and Partnership (Form 1065) returns and schedules
- Produce quarterly and annual payroll forms including 940, 941, NYS-45, W-2 and 1099
- Advise clients and assist in formation of Partnerships and Corporations (including Form 2553, SS-4)
- Developed an effective system of QuickBooks integration for payroll, expense categorization and bill payment that increased time and cost efficiency by 10%

Campus Representative, *Roger CPA Review*, Stony Brook, NY December 2013 - Present

- Educate students regarding the content and requirements of the CPA examination
- Create and execute marketing strategies including class presentations, street marketing and distribution of flyers

Intern Accountant, *Blackman Plumbing Supply*, Bayport, NY October 2012 – June 2013

- Prepared Bank and Invoice Reconciliations
- Assisted in preparation of Month and Year end closes
- Provided financial statements to upper management for review
- Supported controller and staff accountants with general administrative duties

Intern Executive Manager, *College Works Painting*, Sayville, NY November 2011 – October 2012

- Hired, trained and managed an eight- employee branch
- Estimated painting projects and professionally presented them to clients
- Accountable for customer relations, production management and quality control
- Revenues exceeded $80,000, sales closure at 30% (both well above company average)

Skills

- Computer/Software: Quickbooks, Micron, Account Ability, Logos Church Accounting Software, NYS Board of Elections Electronic Filing System, Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Languages: Fluent in Russian

Leadership Activities

- Founding member/ Chair - Career Placement Committee, Accounting Society, Stony Brook University
- Treasurer, Alpha Epsilon Pi Fraternity (2011-2014)

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Example #5: Accounting Graduate, MBA

Wolfie Career
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631.632.6810 - wolfie.sbu@gmail.com

EDUCATION

STONY BROOK UNIVERSITY

Master of Business, Concentration in **Accounting,** Expected May 2014

- CPA Track – 150 credit hours completed by May 2014

Bachelor of Arts in **Business,** *GPA 3.4/4.0,* May 2013

EXPERIENCE

Volunteer Income Tax Assistance Program (VITA)

Volunteer Tax Preparer Spring 2013

- Provided individualized tax preparation assistance/advice to low-income families as part of essential and recognized VITA community service team
- Recommended tax solutions for families that were consistent with state and federal tax codes and GAAP principles
- Reviewed detailed financial statements, receipts and other relevant documents with the utmost care to ensure the accuracy and integrity of return filings

Ace Automotive Center, Cheektowaga, NY

Accounts Payable & Receivable Intern, Summer 2012

- Managed all aspects of accounts payable and accounts receivable
- Reduced overdue accounts**,** approximately $30,000, by contacting customers to collect overdue debts and offering repayment options
- Accelerated and improved accounts receivable status by assisting Controller and expediting invoice mailing process for better cash flow

Whole Foods Markets, Stony Brook, New York

Customer Service Associate, 10/2010 – 05/2012

- Delivered thoughtful service to customers to build goodwill, enhance satisfaction and reinforce Wegmans' positive brand identity
- Teamed with other associates in collaborative manner to efficiently complete important maintenance and cleaning tasks assuring a neat and clean store for shoppers
- Displayed dedication and work ethic by offering to work extra shifts during busy periods
- Supported co-workers by rotating into various departments as necessary to maintain swift and outstanding customer service

ACTIVITIES

VP of Finance, Alpha Kappa Psi, Business Honors Fraternity, 09/2011 – 05/2012

- Arranged and coordinated professional presentations for members by alumni from accounting industry areas such as public, private and government

Accounting Society Member, 09/2011 – 05/2013

- Attending general body meetings and a variety of events targeted towards students interested in Accounting

Student Volunteer, Crossroads Church, Church Food Pantry

COMPUTER SKILLS

MS Office: Excel, Word, Publisher, PowerPoint, Outlook and Access

Accounting Software: MS Dynamics, Great Plains and TurboTax

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Example #6: Fast-Track MBA - Accounting Concentration

Wolfie Career
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OBJECTIVE A position in public accounting leveraging analytical, communication, team and leadership skills to enhance effectiveness

EDUCATION

STONY BROOK UNIVERSITY
Master of Business, Concentration in Accounting**,** Expected May 2014
- Eligible to sit for CPA Exam in December 2014

STONY BROOK UNIVERSITY
Bachelor of Arts in Economics**,** May 2013
GPA: 3.41/4.0

EXPERIENCE

ABC Tax Service, Rochester, NY
Tax Intern, Summer 2012
- Analyzed client financial information to accurately process and file both state and federal tax return filings
- Delivered individualized service by consulting with each client to appropriately assess financial situation and tax filing profile
- Expedited filings through the effective use of IT applications such as TurboTax and Excel

Stony Brook University Freshmen Residence Halls
Resident Advisor, 09/2010 – 05/2012
- Supervised and monitored all activity and interaction among 120 students residing on two floors of the hall to ensure a pleasant and respectful living environment
- Advised individual students regarding life management issues to foster independence and ease transition to college life
- Mediated conflicts and resolved issues, enforcing policy and disciplinary procedures when necessary to maintain order
- Developed and implemented programming in the hall to promote the use of campus student services and extend the support system for residents

Wegmans Food Markets, Inc., Fairport, New York
Customer Service Associate, 10/2009 – 09/2011
- Provided thoughtful service to customers to build goodwill, enhance satisfaction and reinforce Wegmans' positive brand identity
- Teamed with other associates in collaborative manner to efficiently complete important maintenance and cleaning tasks assuring a neat and clean store for shoppers
- Supported co-workers by rotating into various departments as necessary to maintain swift and outstanding customer service

COMPUTER SKILLS
MS Office: Excel, Word, Publisher, PowerPoint, Outlook and Access
Accounting Software: MS Dynamics, Great Plains and TurboTax

ACTIVITIES
Member, Accounting Society at Stony Brook University
Volunteer, Habitat for Humanity, Monroe County
Volunteer, Local Neighborhood Beautification Project, Stony Brook, NY