

How to Create a Winning Resume

One of the most important documents you will create in your professional career is your resume. You need to spend time thinking about it and creating it to leverage your chances for the best job or internship.

DO'S

- ❖ Use narrow margins on all sides.
- ❖ Limit your resume to one page unless you have many years of experience.
- ❖ If you have a permanent address and a school address, it is best to show both on the top of the resume.
- ❖ Your "Career Objective" statement should be specific. For example, indicate public accounting, private company accounting, cost accounting, government accounting, not-for-profit accounting, auditing, tax.
- ❖ It is important to list your overall GPA and your major GPA separately.
- ❖ Indicate when you will have completed 150 hours.
- ❖ Indicate when you plan to sit for the CPA Exam.
- ❖ List any other degrees held from other universities or community colleges (make sure this information follows the current information).
- ❖ Special Skills should be listed, but make sure they are special. For example list computer software that you are skilled at.
- ❖ For your work experiences, limit your explanation of duties to no more than 2 points, and often no explanation is needed unless it relates to accounting or management experience.
- ❖ In the area of awards, you need to specify which semester(s) and years, not just 2002, for example.
- ❖ For clubs and organizations, indicate your role, then the organization, i.e., member – Beta Alpha Psi, fall 2002-present or President – Alpha Kappa Psi (other officer positions - member since September 2002).
- ❖ Personal Interests is important. This gives you and the interviewer an opportunity to discuss other dimensions of your life. You will be relaxed as well.
- ❖ For references, list name, title, organization, phone number with area code, and email.
- ❖ It is ok to list more than one item on a line. Remember as little white space as possible.

DON'TS

- ❖ Have lots of white page showing.
- ❖ Have a section on "related courses." Rather, I believe you should simply place "AACSB Accredited" following the university name.
- ❖ No more than 3 references.
- ❖ Do not list address of references.
- ❖ Do not put "Available on Request" unless there is no room for references. This should be a last resort.
- ❖ No high school information.

The following are example of a good resumes for a job, when you have an undergraduate degree in accounting (or are in the process of obtaining the degree):

LESLIE R. SIDES

4016 Ribers Road • Poplar Bluff, MO 62157 • 314-662-9026 • lrsides@yahoo.com

OBJECTIVE

To obtain an accounting internship in the St. Louis area where I can apply what I have learned in classes to a “real world” environment.

EDUCATION

Southeast Missouri State University – Cape Girardeau, MO

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, AACSB Accredited

Major: **Accounting**

Will complete 150 hour requirement – September 2012

Expected Graduation: May 2012

Accounting GPA: **4.0/4.0**; Overall GPA: **3.9/4.0**

Plan to sit for CPA Exam- Spring 2013

SPECIAL SKILLS

Microsoft Office: Microsoft Word, Access, Excel, and PowerPoint

- Calculate financial formulas, design charts/graphs
- Excellent typing skills (75 wpm)
- Design and deliver presentations

Tax Preparation System (TPS)

ACCOUNTING EXPERIENCE

H&R Block – Cape Girardeau, MO

January 2011-April 2011

FIRST YEAR TAX PROFESSIONAL

- Interpreted client tax documents to calculate tax liability and find beneficial deductions and credits
- Presented tax findings to clients and discuss options and opportunities
- Consulted with clients and assist them with future tax planning

WORK EXPERIENCE

Subway Sandwich Shop – Washington, MO

January 2006-Present

SHIFT LEADER

- Reconcile cash drawer at end of day to maintain accurate balance

Magna-Tel – Cape Girardeau, MO

September 2008-May 2010

PACKING & SHIPPING ATTENDANT

ACTIVITIES/AWARDS

Active Member, **BETA ALPHA PSI**

Fall 2009-Present

- **Social Committee Member** (Fall 2009-Spring 2010)

Active Member, **PHI KAPPA PHI HONOR SOCIETY**

Spring 2011- Present

Active Member, **BETA GAMMA SIGMA INTERNATIONAL HONOR SOCIETY**

Spring 2011- Present

Active Member, **PHI ETA SIGMA HONOR SOCIETY**

Spring 2009- Present

Dean’s List Recipient

All Semesters

Regents Scholarship Recipient

August 2008-Present

Bright Flight Scholarship Recipient

August 2008-Present

PERSONAL INTERESTS

Co-ed softball and volleyball, mule riding, bike riding, spending time with friends and family.

REFERENCES

Lindsey Longer, Office Manager, Saddles Inc., 314-450-8951, coe79@earthlink.net

Ray Lind, Plant Manager, Magna-Tel, 573-216-5899, raylind@magna-tel.net

Rebecca Lohmann, Accounting Professor, Southeast Missouri State, 573-651-2898, rlhmann@semo.edu

Michael A. Vass
21 Whail Lane
Jackson, MO 63755
573.243.1618
mavass1s@semo.edu

Objective

To obtain a position as a summer intern in the area of accounting – most interested in financial accounting.

Education

- Bachelor of Science Degree in Business Administration, Southeast Missouri State University, Cape Girardeau MO – AACSB Accredited.
- Major: Accounting Expected Graduation: May 2012 Overall GPA: 3.2/4.0 Accounting Courses GPA: 2.9/4.0
- Will complete the 150 hour requirement – May 2012 Plan to sit for the CPA Exam – August 2012

Work Experience

- Commerce Bank, Teller, Cape Girardeau, MO, September 2010-present
- Commerce Bank, Teller, Jackson, MO, August 2009-September 2010
- Finish Line, Assistant Manager, Cape Girardeau, MO, May 2009 – July 2009
- Wireless Connection, Sales Associate, Cape Girardeau, MO, Summer Job, March 2009 – July 2009
- The Shoe Dept., Keyholder, Cape Girardeau, MO, July 2008- April 2009
- Journey's, Co-Manager, Cape Girardeau, MO, May 2008 – July 2008
- The Shoe Dept., Keyholder, Cape Girardeau, MO, May 2005- May 2008

Awards

- Presidents Scholarship: Fall 2007-Spring 2008
- Wessel Scholarship: Fall 2010-Spring 2011

Personal Interests

Exercising, hunting, watching movies, and spending time with family and friends.

References

- Dr. Deborah Beard, accounting professor, Southeast Missouri State University, 573-986-6742, e-mail: dfbeard@semo.edu.
- Jennifer Jones, manager of The Shoe Dept., 573-513-9797, e-mail: jajones@gmail.com.
- Kipper Myles, branch manager of US Bank, 573-693-7973, e-mail: kipmyl@usbank.com.