



# Resume Writing Tips

## A-State Online Writing Center

A resume summarizes your education, employment history, and experience relevant to the job for which you are applying. Your resume (along with the cover letter) is the first impression your potential employer has of you. A good resume can help you stand out from the other applicants and score an interview.

In this guide, we will teach you how to create your resume and get your dream job!

### Follow these formatting tips:

1. **One-page PDF document:** Keeping it simple for the HR manager is critical, as they receive several resumes every day. Any resume more than one page can run the risk of being tossed. Always convert your document to a PDF unless instructed otherwise.
2. **Alignment and organization:** Visual representation is crucial to getting the HR manager's attention. Be sure that all of your headings and subsections match and nothing is out of place. If you decide to use bullet points, make sure they are all the same size, and align down the page.
3. **Correct font and font-size:** You want to stand out, but not to the point where it is too noticeable or unreadable. Employers may be intrigued by a resume that is not in Times New Roman format, but you also do not want to confuse them with **Gill Sans**. As for font, we suggest you stick to 11-12 pt. for your regular text and between 14-16 pt. for section titles.

### Include the following in your Resume:

1. **Name** (clear, focused, and easy to see)
2. **Contact information**
  - Phone number
  - Professional e-mail
  - Location (for relocation purposes)
3. **1-3-sentence summary of who you are and the type of job you are seeking**
  - Include your job and years of experience
  - Specific achievements tailored to the position

- A goal for your career
- 4. A list of your work experience-** This list will be in chronological order, and each entry should include the following:
  - Position held
  - Company name and location
  - Responsibilities and achievements
  - Date employed (if still employed, list the start date and add “current” rather than the end date)
- 5. Education history**
  - Program
  - University
  - Years attended
  - GPA (if appropriate)
  - Minor (if applicable)
  - Honors and achievements
- 6. A list of skills/certifications related to the job-** Do not merely add all of your skills. It is helpful to look at the job description and note if your skills match what they want in an employee. For example, if the job mentions applicants should be knowledgeable in programming, you can add programs you where you are proficient.

### **Optional information to include:**

- A professional website link such as LinkedIn or a project website
- Social media links (only if necessary for your position)
- Additional languages spoken
- Volunteer experience
- Certifications and awards

### **Unnecessary information:**

- Headshots
- Physical characteristics
- Unrelated work experience unless you are entry-level (see below)
- Unrelated hobbies
- Reference list (unless instructed to add)
- Salary history

### **Additional tips**

- 1. Use keywords from the job description.** Mid to larger size companies use an applicant tracking system (ATS) to sort resumes. Adding keywords related to the job description (even specific words used in the posting) can help your resume survive the system.
- 2. Don't forget your cover letter!** Check out our guide on cover letters before applying.

3. **Customize your resume for each application.** There is a chance that your volunteer work, experience, and summary can be tweaked to be more relevant to the new job for which you are applying.

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**No work experience? Try this:**

1. **Focus on your education and skills.** Chances are, if you just graduated, your employer can see those dates and understand. However, adding any academic achievements and skills during school can help show the employer that you used your time in school wisely.
2. **Emphasize volunteer work.**
3. **Internships.** Be sure to list any internships you had during school. If you are still in college, try to find an internship before graduation to show off your real-world experience!

## **Sample Resume**

# First Name Last Name

(123) 456-7890 • [email@provider.com](mailto:email@provider.com) • City, ST • LinkedIn URL

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## JUNIOR ACCOUNTANT & BOOKKEEPER

Analytical, results-driven junior accountant with X years of experience in bookkeeping and accounts receivable, a comprehensive working background in procedures and processes, and extensive leadership skills. Strategic planner, proficient in administration and change management. Proven track record of financial administration and cash flow management. Cultivate positive relationships with co-workers, clients, and vendors through efficient communication and action oriented solutions.

### Core Competencies

- Internal Financial Controls
- Records Management
- Management Invoicing & Reporting
- Contract Review
- Statement Review & Reconciliation
- Reporting & Documentation
- Cross-Department Collaboration
- Monthly & Year-End Closing

### Professional Experience

**COMPANY • City, ST**

**Month, YYYY – Current**

#### **Junior Accountant**

Produce invoices, journal entry, and reporting on a daily basis. Support the month end close and financial statement preparation, review and analysis. Support establishment of budgets and external financial audit activities.

- Manage consolidated financial statements for seven companies and 16 buildings and assess negative variances.
- Document and verify over 500 incoming invoices and enter into accounting program weekly.
- Ensure accuracy and validity of contracts, requisitions, and change orders. Collect past due accounts.
- Supported the monthly CFO reporting package with a comprehensive analysis.
- Build relationships with vendors and service providers, reviewing and negotiating contracts for savings where possible.
- Developed a more efficient workflow by improving documentation processes and streamlined office procedures.

**COMPANY • City, ST**

**Month, YYYY – Month, YYYY**

#### **Accounting Intern**

Assist with ensuring that the day-to-day operations, experience with Accounts Payable and Accounts Receivable within a government compliant environment. Exposure to journal entries and accounting software.

- Assist with grants/contracts transactions and verified signatures.
- Address vendor inquiries.
- Processed accounts payable vouchers and maintained filed.
- Streamlined filing system of financial documents and mail processing.

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### Education

**Degree, UNIVERSITY • City, ST (YYYY)**  
Achievements X, Y, and Z.

### Certifications

Certified Management Accountant (CMA)  
STATE NOTARY COMMISSION

Works consulted:

[NovoResume](#)

[Top Resume](#)

[Top Resume Samples](#)