

ACCOUNTING RESUME CHECKLIST

	Name/Date:
<input type="checkbox"/>	FONT SIZE/STYLE: at least 11.5, Arial, Calibri - SAME THROUGHOUT
<input type="checkbox"/>	GRAMMAR: omit pro-nouns (ex. I am, I did, he/she did), all verbs are in past tense (or present tense for current position)
<input type="checkbox"/>	FORMATTING: accounting resumes must be 1 page only all text is left aligned, dates are right aligned
<input type="checkbox"/>	CONTACT INFO: name is bold and larger than all other text be sure to have a professional email address
<input type="checkbox"/>	OBJECTIVE: section is updated to with preferences for position and department. Available date is updated
<input type="checkbox"/>	EDUCATION: section is updated to include graduation date, GPA, and any honors. Relevant Coursework matches the my coursework, Eligible date for CPA Exam is included
<input type="checkbox"/>	EXPERIENCE: section is updated with my information including Job Titles, Company Names, City, State, and Dates - experience is in reverse chronological order (current experience first)
<input type="checkbox"/>	EXPERIENCE: accomplishment statements use impactful verbs; DO NOT USE “responsible for”, “led”, “handled”, “managed”, “helped”; use ACTION VERBS document for alternatives
<input type="checkbox"/>	SKILLS: section is updated to reflect my skills including EXCEL and any accounting software (QUICKBOOKS, etc.)
<input type="checkbox"/>	ACTIVITIES, LEADERSHIP, ASSOCIATIONS: section is updated to reflect my participation with any clubs and teams, both on campus and off campus