



How to Write a Resume for Accounting

Resume writing is a critical task, but people are always confused about it. They don't know what to write and what not to write in a resume. Writing a great resume does not necessarily mean you should follow the rules you hear from others. It does not have to be just one page in length or follow a specific resume format. Every resume is a one-of-a-kind marketing communication. It should be appropriate to your situation and do exactly what you want it to do.



Of course, writing a resume is easier said than done. There are many things you need to keep in mind while writing resume, such as what format should you use, or how to frame the objective statement properly to suit a given job's description. Ultimately, you need to create a resume that actually generates results.

So, what is a resume? A resume is a self-promotional document that presents you in the best possible light, with the aim of getting you invited to a job interview. It's not an official personnel document. It's not a job application. It's not a "career obituary"! And it's not a confession. What should the resume content be about? It's not just about past jobs! It's about *you*, and how you performed and what you accomplished in your past jobs — especially those accomplishments that are most relevant to the work you want to do next. A good resume predicts how you might perform in that desired future job.

Why is your resume important? It's the first meeting between you and a prospective employer. First impressions are lasting ones. So, how do you want to be remembered? "Wrinkled and disorganized" or "neat and structured"? "Long and boring" or "precise and interesting"?

Your resume is a tool with one specific purpose: to win an interview. A resume is an advertisement, nothing more, nothing less. A great resume doesn't just tell them what you have done but makes the same argument that all good ads do.

It is a mistake to think of your resume as a history of your past, as a personal statement, or as some form of self-expression. Focus on the employer's needs, not yours. The employer is not interested in your needs but in the company's.

Ask yourself, "What would make a candidate perfect for this job?" "What does the employer really want and need?" "What special abilities would this person have?" "What would set a truly exceptional candidate apart from a merely good one?"

Great resumes have two sections. In the first, you make assertions about your abilities, qualities, and achievements. You write powerful but honest advertising copy that makes the reader immediately perk up and realize that you are someone special. The second section, the evidence section, is where you back up your assertions with evidence that you actually did what you said you did. This is where you list and describe the jobs you have held, your education, etc.

The design of your accounting resume must highlight the most important information about your accounting experience, skills, and education. At first glance, this information forms the image that employers have of your accounting skills and abilities.

Here are some preliminary requirements:

- Research accounting career alternatives and organizations of interest before starting your resume.
- Look at other resume guides for accounting resume samples.
- Avoid using "I" throughout your resume.

In addition to those basics, you will want to emphasize your accounting-related accomplishments and contributions. You may also want to list your significant academic and community activities, including organizations, clubs, student government roles, and professional affiliations. You should use action verbs to describe your responsibilities and accomplishments. Also, be sure to use accounting-related keywords and action



Accounting Career Profile

verbs extensively to describe your skills and accomplishments. It is the content of your accounting resume, after all, the descriptions that you include in your skills and abilities, that

will determine how many accounting interview calls you will generate.

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