

Resumes for Public Accounting Firms

The following guidelines come from a recruiter at a public accounting firms. She is confident that the larger firms all look for the same things in a resume and has offered suggestions you may find helpful:

Content:

- Include your overall GPA and your GPA in accounting or other major field of study.
- Include the year and month or semester in which you intend to complete your education.
- Include relevant work experience - If you don't have accounting experience, don't be afraid to include other experience you have that demonstrates the development of skills relevant to the profession such as multi-tasking, persistence, ability to take direction and complete tasks.
- Briefly describe your employment or volunteer work and relevant skills used and gained. Include enough information to initiate an interesting discussion about your experience rather than so much information that no additional discussion is needed or wanted.
- Don't try to be outrageous or funny when describing personal interests or experiences. Have someone else read it over to make sure you don't do so inadvertently.

Accuracy and Editing:

- Proofread and have at least one other person proofread as well. A resume should never have spelling errors or other signs of carelessness.
- Use consistent style, tense and sentence structure for parallel items on the resume. You may use current tense to describe a job you still hold even if the remainder of the resume is in past tense.

Appearance:

- Keep it simple, brief, and professional in appearance – this is not the time to get creative in use of fonts or graphics.
- Do not mix fonts or font sizes. Allow some white space on the page. Do not cut margin size to try to squeeze more information on to a one-page resume. Instead, be more concise or selective in what you include.

General:

- Don't try to disguise information or experience as something it is not. Your honesty is a more important attribute than your experience.
- Realize that while you will go through this entry-level job search only once, the recruiter goes through it with many students year after year. They understand what you are going through and are sympathetic to the plight of a student. A recruiter knows you probably can't work full-time in a fantastic job, getting straight A's in 15 or more credits per semester while serving in meaningful positions in several extra-curricular organizations and maintaining an engaging personality and growing a family. Give yourself a break!