

# RESUME GUIDE

## for Accounting Students

Your resume is a summary of your qualifications for a specific job or internship. The main goal of a resume is to generate interviews with employers. Use your resume to highlight your relevant skills and accomplishments.

To view additional job search information online, visit the Career Services website at [www.sandiego.edu/careers](http://www.sandiego.edu/careers) and select *Resumes and Cover Letters* in the *Resources* section.

*Include LinkedIn URL only if your profile is complete and polished.*

*Feature your achievements from the most relevant experiences.*

*Focus on skills the employer is seeking.*

*Activities and service provide a fuller picture of you as a candidate.*

**YOUR NAME**  
Address  
Phone  
Email Address  
LinkedIn URL (optional)

*Use an email address that conveys professionalism.*

### EDUCATION

**University of San Diego** San Diego, CA  
Master of Science in Accountancy (if enrolled) Expected graduation date  
Bachelor of Accountancy Expected graduation date  
Include minor and study abroad  
List overall, major, and accounting grade point averages if 3.0 or above  
• Use Overall GPA and Major GPA as listed in DARS  
• Calculate Accounting GPA using ACCT grade points divided by # of units  
Be selective in listing academic honors

*Increase visual impact through selective use of bold, underlining, and capitalization.*

### EXPERIENCE

ORGANIZATION City, State  
Job Title Dates of employment  
• Describe your achievements here, starting with active verbs.  
• Make your descriptions energetic and relatively short.  
• Present the most significant responsibilities first.

*Spell check and review your resume carefully for errors.*

ORGANIZATION City, State  
Job Title Dates of employment  
• Bullet format is preferred by many employers.  
• Focus on results, skills, leadership, initiative and teamwork.

### SKILLS

Include foreign language skills.  
Emphasize computer software programs, especially ones used in accounting.  
Avoid listing general skills (like communication skills).

*Limit your resume to one page. Use a common font like Arial or Times New Roman.*

### OTHER HEADINGS

Include one or two additional headings that highlight your accomplishments or leadership positions. These sections might include:

**ACTIVITIES**  
**ATHLETICS**  
**COMMUNITY SERVICE**  
**HONORS**  
**LEADERSHIP**  
**PROFESSIONAL ORGANIZATIONS**

# Resume Checklist

Employers may spend less than a minute evaluating your resume. They prefer resumes that are easy to read and created in a familiar format. Use the following guidelines as you create or edit your resume.

## FORMAT

- **Templates:** Avoid resume wizards and resume software templates. They are difficult to edit and do not allow you to present information in the most effective format.
- **Length:** For college students and recent college graduates, use a one-page resume.
- **Font:** Choose a basic, easy-to-read font such as Times New Roman or Arial in 10-12 point size. Use black font color.
- **Paper:** To print, use 8 ½" x 11" resume-quality paper in a light color such as white or off-white. Use matching paper for a cover letter.
- **Spacing:** Margins of 0.7 to 1 inch and double-spacing between headings improves readability.
- **Layout:** Use bullets, bold, capitalization, and underlining sparingly to call attention to the most important information. Leave some white space to create an uncluttered look.
- **Reverse Chronological Order:** Present most recent information first.
- **Professionalism:** Eliminate all errors by using spell check first, and then by asking several other people to proofread.
- **Document Title:** Use your name in the document title when emailing your resume as an attachment. Example: Tom.Torero.doc

## CONTENT

- **Image:** Decide what overall impression you want your resume to communicate. Does it show that you are a leader, a team player, an accountant, an innovator, a salesperson, or something else?
- **Style:** Start phrases with action verbs to convey enthusiasm and achievement. Sample verbs include: *Advised, Analyzed, Coordinated, Created, Developed, Evaluated, Guided, Handled, Implemented, Increased, Led, Managed, Organized, Performed, Planned, Presented, Processed, Researched, Served, Trained*. See handout entitled "Resume Action Verbs" for more ideas.
- **Objective:** Using an objective is optional. If you include an objective, make it brief and specific to a particular job or career field.
- **Summary of Qualifications:** A candidate with significant experience in a career field may choose to start a resume with a brief overview of professional skills. This section is less appropriate for new college graduates.
- **Section Headings:** Group your experience to reflect your strengths. Common headings include:

<b>EDUCATION</b>	<b>LEADERSHIP EXPERIENCE</b>
<b>EXPERIENCE</b>	<b>COMMUNITY SERVICE</b>
<b>SKILLS</b>	<b>ATHLETICS</b>
<b>ACTIVITIES</b>	<b>PROFESSIONAL AFFILIATIONS</b>
- **High School:** Remove high school information by the end of your junior year of college.
- **References:** List your references on a separate page: see handout entitled "Reference Lists for the Job Search."
- **Cautions:** Never reveal confidential data on your resume such as your social security number or date of birth. Do not list a personal website if it includes any nonprofessional content.

## **SOPHOMORE ACCOUNTANCY MAJOR**

5998 Alcala Park  
San Diego, CA 92110  
(555) 555-5555  
AlexTorero@sandiego.edu

### **EDUCATION**

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#### **University of San Diego**

Bachelor of Accountancy

Accounting GPA: 4.0      Overall GPA: 3.7

San Diego, CA

Expected May 2016

#### Accountancy Coursework

Principles of Financial Accounting: A

Principles of Managerial Accounting: In progress

### **EXPERIENCE**

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#### **Front Desk Assistant**

USD Career Services

September 2012 – present

San Diego, CA

- Serve as liaison between students, faculty, and office staff
- Assist with database updates and Internet research projects
- Manage busy reception area and handle multiple duties, including answering phones, scheduling appointments, and distributing information to students

#### **Athletics Unlimited**

Sales Representative

Sacramento, CA

Summers 2011 – 2013

- Handled sales and customer service for customized athletic products
- Delivered team purchases to schools, team sites and businesses
- Utilized creative advertising techniques to increase company visibility
- Processed sales orders, filed purchase orders, performed maintenance and opened/closed store

### **SKILLS**

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- Proficient in MS Word, Excel and PowerPoint
- Knowledge of Oracle and QuickBooks
- Proficient in Spanish

### **LEADERSHIP & COMMUNITY SERVICE**

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Accounting Society

Spring 2013 – present

USD Intercollegiate Football Team

Fall 2012 – Spring 2013

- Devoted 30 hours/week to training and competition while achieving strong academic record

Senior Class President, Burbank High School

Seattle, WA

Volunteer for Special Olympics, beach clean-ups, and tutoring elementary school students

## **JUNIOR ACCOUNTANCY MAJOR (STARTED USD AS FRESHMAN)**

5998 Alcalá Park, San Diego, CA 92110  
(555) 555-5555 • AlexTorero@sandiego.edu

### **EDUCATION**

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#### **University of San Diego**

Bachelor of Accountancy

San Diego, CA

Expected May 2015

Accounting GPA: 4.0    Major GPA: 3.85    Overall GPA: 3.7

Planning to complete 150 units by August 2015

#### Accountancy Coursework – Completed

Principles of Financial Accounting: A

Principles of Managerial Accounting: A

#### Accountancy Coursework – In Progress

Intermediate Accounting

Cost Accounting

### **EXPERIENCE**

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#### **Front Desk Assistant**

USD Career Services

Sept 2012 – present

San Diego, CA

- Serve as liaison between students, faculty, and office staff
- Assist with database updates and Internet research projects
- Manage busy reception area and handle multiple duties, including answering phones, scheduling appointments, and distributing information to students

#### **Sales Representative**

Athletics Unlimited

Summers 2012 – 2013

Sacramento, CA

- Handled sales and customer service for customized athletic products
- Delivered team purchases to schools, team sites and businesses
- Utilized creative advertising techniques to increase company visibility
- Processed sales orders, filed purchase orders, performed maintenance and opened/closed store

### **SKILLS**

---

- Proficient in MS Word, Excel and PowerPoint
- Knowledge of Oracle and QuickBooks
- Proficient in Spanish

### **LEADERSHIP & COMMUNITY SERVICE**

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Accounting Society

Spring 2012 – present

- Student Accounting Lab Tutor
- Outstanding Member, Spring 2011

Beta Alpha Psi

Spring 2013 – present

Accounting leadership programs

Summer 2013

- Attended summer leadership programs with three public accounting firms

Preceptorial Assistant

Fall 2012

- Mentored and advised first-year students at the University of San Diego

Volunteer for Special Olympics, beach clean-ups, and tutoring elementary school students

## **JUNIOR ACCOUNTANCY MAJOR (TRANSFER STUDENT)**

5998 Alcala Park, San Diego, CA 92110  
(555) 555-5555 • AlexTorero@sandiego.edu

### **EDUCATION**

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**University of San Diego** San Diego, CA  
Bachelor of Accountancy Expected May 2015  
Accountancy courses in progress: Intermediate Accounting, Cost Accounting  
Planning to complete 150 units by August 2015

**MiraCosta College** Oceanside, CA  
Associate of Arts in Accounting May 2013  
Accountancy Coursework:  
Principles of Financial Accounting: A Principles of Managerial Accounting: A  
Overall GPA: 3.87 Accounting GPA: 4.0

### **EXPERIENCE**

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**Front Desk Assistant** Sept 2013 – present  
USD Career Services San Diego, CA

- Serve as liaison between students, faculty, and office staff
- Assist with database updates and Internet research projects
- Manage busy reception area and handle multiple duties, including answering phones, scheduling appointments, and distributing information to students

**GDI Stables** June 2011 – July 2013  
Accounting Assistant San Diego, CA

- Worked part-time to handle accounts receivable data entry
- Prepared Excel spreadsheets, reconciled bank statements, and maintained client cost sheets

**Sales Representative** Summers 2011 – 2013  
Athletics Unlimited Sacramento, CA

- Handled sales and customer service for customized athletic products
- Delivered team purchases to schools, team sites and businesses
- Utilized creative advertising techniques to increase company visibility
- Processed sales orders, filed purchase orders, performed maintenance and opened/closed store

### **SKILLS**

---

- Proficient in MS Word, Excel and PowerPoint
- Knowledge of Oracle and QuickBooks
- Proficient in Spanish

### **LEADERSHIP & COMMUNITY SERVICE**

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USD Accounting Society Fall 2013 – present  
USD Beta Alpha Psi Candidate Fall 2013  
Mentor Connection Program 2012 – 2013

- Mentored and advised first-year students at MiraCosta College

Volunteer for Special Olympics, beach clean-ups, and tutoring elementary school students

## **JUNIOR ACCOUNTANCY MAJOR (STUDYING ABROAD)**

5998 Alcalá Park, San Diego, CA 92110  
(555) 555-5555 • AlexTorero@sandiego.edu

### **EDUCATION**

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#### **University of San Diego**

Bachelor of Accountancy

Studying abroad in Madrid, Spain

Accounting GPA: 4.0    Major GPA: 3.85    Overall GPA: 3.7

Planning to complete 150 units by August 2015

San Diego, CA

Expected May 2015

Fall 2013

#### Accountancy Coursework – Completed

Principles of Financial Accounting: A

Principles of Managerial Accounting: A

### **EXPERIENCE**

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#### **Front Desk Assistant**

USD Career Services

Sept 2011 – May 2013

San Diego, CA

- Serve as liaison between students, faculty, and office staff
- Assist with database updates and Internet research projects
- Manage busy reception area and handle multiple duties, including answering phones, scheduling appointments, and distributing information to students

#### **Sales Representative**

Athletics Unlimited

Summers 2011 – 2013

Sacramento, CA

- Handled sales and customer service for customized athletic products
- Delivered team purchases to schools, team sites and businesses
- Utilized creative advertising techniques to increase company visibility
- Processed sales orders, filed purchase orders, performed maintenance and opened/closed store

### **SKILLS**

---

- Proficient in MS Word, Excel and PowerPoint
- Knowledge of Oracle and QuickBooks
- Proficient in Spanish

### **LEADERSHIP & COMMUNITY SERVICE**

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Accounting Society

Spring 2012 – present

- Student Accounting Lab Tutor
- Outstanding Member, Spring 2012

Beta Alpha Psi

Spring 2013 – present

USD Intercollegiate Football Team

Fall 2011 – Spring 2012

- Devoted 30 hours/week to training and competition while maintaining strong academic record

Preceptorial Assistant

Fall 2012

- Mentored and advised first-year students at the University of San Diego

Volunteer for Special Olympics, beach clean-ups, and tutoring elementary school students

## SENIOR ACCOUNTANCY MAJOR

5998 Alcalá Park, San Diego, CA 92110  
(555) 555-5555 • AlexTorero@sandiego.edu

### EDUCATION

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#### University of San Diego

San Diego, CA

Bachelor of Accountancy

Expected May 2014

- Accounting GPA: 3.65    Major GPA: 3.74    Overall GPA: 3.42
- Completing 152 units by May 2014

Accounting International Experience

June 2013

- Completed 6 units of accounting/business courses in London/Paris/Rome program

### EXPERIENCE

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#### Budget & Treasury, University of San Diego

San Diego, CA

Accounting Intern

October 2012 – present

- Post journal entries and reconcile investment activity for the University's \$320 million portfolio
- Prepare Excel spreadsheets and reconciliations in support of external audit
- Assist in the audit of academic and administrative departmental budgets maintained in the University's Oracle ERP System
- Prepared manual for University President outlining gifts comprising endowment fund balance

#### Career Services, University of San Diego

San Diego, CA

Front Desk Assistant

September 2011 – May 2012

- Served as liaison between students, faculty, and office staff
- Assisted with database updates and Internet research projects
- Managed busy reception area and handled multiple duties, including answering phones, scheduling appointments, and distributing information to students

#### Athletics Unlimited

Sacramento, CA

Sales Representative

Summers 2010 – 2012

- Handled sales and customer service for customized athletic products
- Delivered team purchases to schools, team sites and businesses
- Utilized creative advertising techniques to increase company visibility
- Processed sales orders, filed purchase orders, performed maintenance and opened/closed store

### SKILLS

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- Proficient in MS Word, Excel and PowerPoint; knowledge of Oracle and QuickBooks
- Proficient in Spanish

### LEADERSHIP & COMMUNITY SERVICE

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Beta Alpha Psi, Vice President, 2013

Accounting Society

- Director of Hospitality and Student Accounting Lab Tutor
- Outstanding Member, Spring 2013

Preceptorial Assistant, Fall 2012

- Mentored and advised first-year students at the University of San Diego

Volunteer for Special Olympics, beach clean-ups, and tutoring elementary school students

## SENIOR / MACC ACCOUNTANCY STUDENT

5998 Alcala Park, San Diego, CA 92110  
(555) 555-5555 • AlexTorero@sandiego.edu

### EDUCATION

---

#### University of San Diego

Master of Science in Accountancy

- MACC GPA: 3.87

Bachelor of Accountancy

- Accounting GPA: 3.65    Major GPA: 3.74    Overall GPA: 3.42
- Awarded Moss Adams Scholarship

Accounting International Experience

- Completed 6 units of accounting/business courses in London/Paris/Rome program

San Diego, CA

Expected August 2014

Completing 154 units

Expected May 2014

Summer 2013

### EXPERIENCE

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#### Budget & Treasury, University of San Diego

Accounting Intern

- Post journal entries and reconcile investment activity for the University's \$300 million portfolio
- Prepare Excel spreadsheets and reconciliations in support of external audit
- Assist in the audit of academic and administrative departmental budgets maintained in the University's Oracle ERP System
- Prepared manual for University President outlining gifts comprising endowment fund balance

San Diego, CA

October 2012 – present

#### Career Services, University of San Diego

Front Desk Assistant

- Served as liaison between students, faculty, and office staff
- Assisted with database and Internet research projects
- Managed busy reception area and handled multiple duties, including answering phones, scheduling appointments, and distributing information to students

San Diego, CA

September 2011 – May 2012

#### Athletics Unlimited

Sales Representative

- Handled sales and customer service for customized athletic products
- Delivered team purchases to schools, team sites and businesses
- Utilized creative advertising techniques to increase company visibility
- Processed sales orders, filed purchase orders, performed maintenance and opened/closed store

Sacramento, CA

Summers 2010 – 2012

### SKILLS

---

- Proficient in MS Word, Excel and PowerPoint; knowledge of Oracle and QuickBooks
- Proficient in Spanish

### LEADERSHIP & COMMUNITY SERVICE

---

Beta Alpha Psi, Vice-President, 2013

Accounting Society

- Director of Hospitality and Student Accounting Lab Tutor
- Outstanding Member, Spring 2013

Preceptorial Assistant, Fall 2012

- Mentored and advised first-year students at the University of San Diego

Volunteer for Special Olympics, beach clean-ups, and tutoring elementary school students