

Resume formats: Choosing the right one



With hiring managers and other staffing professionals spending so little time on your resume in their first pass, it is crucial to make sure your resume makes the best initial impression. One way to do this is to choose the resume **format** that best highlights your experience, education, and skills.

Sample Format:

Joe Oberon joberon@provider.net

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Summary of Qualifications

A manager and bookkeeper with more than 14 years of experience in successfully managing accounts and employees. Utilize strong interpersonal and communication skills to motivate staff to increase efficiency and profit margin. Effectively set priorities in order to meet operational deadlines and long-term goals while maintaining accuracy in documentation, accounts, and reports.

Experience

NATURAL FOODS, Raleigh, NC

2011–Present

Manager/Bookkeeper

- Supervise a staff of 25 and act as a liaison among owners, employees, and clients by promoting open communication.
- Handle Accounts Payable/Receivable and expense control procedures, including reconciliation, purchase orders, inventory verification, charge backs, and daily bank deposits.
- Maintain human resources files and actions, including W-2 withholdings, benefits, and bi-weekly payroll processing.

DIVA HAIR SCHOOL, Wake Forest, NC

2008–2011

Bookkeeper

- Managed Accounts Payable/Receivable and scheduled billing for a beauty school with up to 100 students.
- Calculated and distributed bi-weekly payroll.
- Maintained inventory, tracked student hours, managed collections, and processed certifications.

JAMES AND SONS, Davidson, NC

2006–2008

Verification/Payables Clerk

- Verified and balanced invoices, cash receipts, billings, purchase orders, inventory, and bank accounts for a manufacturing company.
- Assisted Head Bookkeeper in processing Accounts Payable/Receivable.

UNIVERSAL BANK, Tar Creek, NC

2003–2006

Teller

- Processed and handled cash transactions.

Education

WAKE COLLEGE, Raleigh, NC – Courses in Accounting and Management

Computer Skills

Proficient in Windows, macOS, Microsoft Office Suite, Peachtree, and QuickBooks.

- Want to showcase a steady employment history
- Are looking for a position that matches or logically progresses from previous jobs
- Are seeking a conventional position, like as an office clerk, accountant, or teacher