

# RESUME THAT GETS YOU INTERVIEWS

Presented by



Every resume is a one-of-a-kind marketing communication and must be tailored to address the needs of the employer. It should be appropriate to your situation and do exactly what you want it to do – to win an interview. Instead of a bunch of rules and tips, we are going to offer you the most basic principles of writing a highly effective resume, using an Accounting graduate's resume as a sample.

A resume is an advertisement, nothing more, nothing less. A great resume doesn't just tell the audience what you have done but makes the same assertion that all good ads do: If you buy this product, you will get these specific, direct benefits. It convinces the employer that you have what it takes to be successful in this new position or career.

It inspires the prospective employer to pick up the phone and ask you to come in for an interview.

Ideally, your resume should be pointed toward conveying why you are the perfect candidate for one specific job or job title. Good advertising is directed toward a very specific target audience and putting yourself in the shoes of the person hiring is the most important step in writing a resume that markets you rather than describe your history. Ask yourself: What would make someone the perfect candidate? What does the employer really want? What special abilities would this person have? What would set a truly exceptional candidate apart from a merely good one?

SAMPLE RESUME

## PERSONAL DETAILS

Your Name  
Address  
Phone Number

*(Be sure the phone number on the resume will, without exception, be answered by a person or an answering machine Monday through Friday 8-6pm. You do not want to lose the prize interview merely because there was no answer to your phone, and the caller gave up.)*

Email

Visa Status

*(Be sure to educate the employer about your current visa status and work rights. If you are on a Graduate Skilled Visa, mention that you have full working rights for the duration of its validity and that you will be applying for Permanent Residence Visa)*

## OBJECTIVES

Seeking a position as an Assistant Accountant, in a public practice or a finance department where my technical skills gained through university degree and internship will be further developed and my eagerness to learn various aspects of accounting functions fully utilized.

*(Be sure the objective is to the point and do not use fluffy phrases that are obvious or do not mean anything)*

## SUMMARY PROFILE

Young, energetic, qualified Accounting graduate with excellent understanding of accounting principles, cycle, functions and terminology, is committed to contribute in every possible manner and continuously learn from experience for the growth of self and organization.

*(The summary profile should consist of concise statement that focus the reader's attention on the most important qualities, achievements and abilities you have to offer. Those qualities should be the most compelling demonstrations of why they should hire you instead of the other candidates. This may be the only section fully read by the employer, so it should be very strong and convincing)*

## SKILLS AND ACCOMPLISHMENTS

- Gained excellent understanding of accounting and administrative functions in a commercial business
- Gained part-time employment while studying and learnt to become effective at multi-tasking
- Team-player with good coordinating skills
- Detail-oriented, efficient and organized professional
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions
- Excellent written and verbal communication skills
- Highly trustworthy, discreet and ethical
- Advanced user of Word, Excel, PowerPoint and MYOB

*(Let them know what results you produced, what happened as a result of your efforts, what you are especially gifted or experienced at doing)*

## EDUCATION

Degree	Duration	University
I achieved an average grade of 4 out of 5. The major courses included were:		
Accounting I	Accounting II	Business Law
Commercial Law	Cost Accounting	Company Accounting
Taxation Law	Auditing	Financial Accounting
Management Accounting	Corporate Finance	Information Systems Development

## EDUCATION (continued)

Through my experience in the university, I have developed the following workplace competencies:

- Critical Thinking Skills: Analyzed case studies to determine alternatives and best possible solution. Produced detailed analysis report.
- Communication Skills: Presented to my classmates on several projects which included analysis of financial statements and owner's equity including ratio analysis of the financials.
- Team Work: Worked in groups in solving typical accounting procedures such as: profitability, reconciliation and internal controls.
- Time Management Skills: Successfully met deadlines for accounting assignments and reports throughout the course.
- Computer Skills: Utilized various software programs such as Microsoft Word, Excel, PowerPoint and MYOB in completing the Accounting projects.

*(Include grade-point average only if over 65%. List selected course work if this will help convince the reader of your qualifications for the targeted job. For recent graduates, it is especially important as you may not have adequate previous work experience to convince the reader of your skills and capabilities)*

## PROFESSIONAL WORK-EXPERIENCE

Accounts Assistant Internship	Duration	Employer
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Company X is a leading insurance provider with annual turnover of \$50 million. They have a Finance Department with total 5 staff members supporting the various financial functions of the company.

- Performed Ledger Entry and Book-keeping
- Assisted Senior Accountant in preparation of Income and Expenditure Reports, Profit and Loss Statements and Trial Balances
- Assisted Senior Accountant in preparation and lodgement of Business Activity Statements & Tax reports
- Performed Accounts Payable and Accounts Receivable duties
- Performed Bank Reconciliations and Petty Cash Reconciliations
- Assisted Senior Accountant in Payroll Preparation
- Performed general office duties and administrative tasks

*(List jobs in reverse chronological order and mention major duties performed in each job. You may want to describe the employer in a phrase if this will impress the reader)*

## WORK EXPERIENCE WHILE ATTENDING UNIVERSITY

Restaurant Supervisor	Duration	Employer
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- Performed excellent customer service skills, suggestive selling and clientele building
- Assisted the Manager in management of daily operations of the restaurant
- Achieved proper management and training of staff
- Performed stock management and procurement duties

*(As a recent graduate you may not have many professional work experiences, thus it is wise to include the work-experiences gained while attending university. This will show the audience that you are a hard-worker and that you have necessary communication and team work skills to work in an Australian work environment)*

## AWARDS

- Vice-Chancellor's Award for Outstanding Academic Achievement (Distinction Average results)

*(This section is almost a must, if you have received awards, if not do not include)*

## PROFESSIONAL ASSOCIATIONS

- Associate member of CPA Australia
- Active member of Sydney University Student Association

*(This is a good section for showing your membership in an association that would enhance your appeal as a prospective employee)*

## COMMENTS FROM SUPERVISORS

*"Your Name is one of the best support staffs I had in my team, he is always keen to learn and go beyond the call of duty. He was able to hit the ground running after just a couple of weeks training and during his second month of internship, he was able to collect \$100K worth of outstanding debts by chasing up our accounts receivables."*

**Mr. Y, Senior Accountant at Company X**

*(Include only if very exceptional. Heavily edit for key phrases)*

## HOBBIES AND INTERESTS

- Solving crosswords
- Reading Financial Review and BRW

*(If this section would powerfully move the employer to understand why you would be the best candidate, include it, otherwise, do not include)*

## REFEREES

References available upon request

*(Do not include names of referee)*

## A FEW GUIDELINES FOR A BETTER PRESENTATION:

- The resume is visually enticing
- There is uniformity and consistency in the use of italics, capital letters, bullets, boldface, and underlining
- There are absolutely no errors
- All the basic, expected information is included
- It is targeted
- It has focus
- Use power words
- Show you are results-oriented
- Strengths are highlighted/ weaknesses de-emphasized
- Writing is concise and to the point
- Shorter is usually better