**How to Create a Winning Resume**

**One of the most important documents you will create in your professional career is your resume**.  You need to spend time thinking about it and creating it to leverage your chances for the best job or internship.

**DO'S**

* Use narrow margins on all sides.
* Limit your resume to one page unless you have many years of experience.
* If you have a permanent address and a school address, it is best to show both on the top of the resume.
* Your "Career Objective" statement should be specific.  For example, indicate public accounting, private company accounting, cost accounting, government accounting, not-for-profit accounting, auditing, tax.
* It is important to list your overall GPA and your major GPA separately.
* Indicate when you will have completed 150 hours.
* Indicate when you plan to sit for the CPA Exam.
* List any other degrees held from other universities or community colleges (make sure this information follows the current information).
* Special Skills should be listed, but make sure they are special.  For example list computer software that you are skilled at.
* For your work experiences, limit your explanation of duties to no more than 2 points, and often no explanation is needed unless it relates to accounting or management experience.
* In the area of awards, you need to specify which semester(s) and years, not just 2002, for example.
* For clubs and organizations, indicate your role, then the organization, i.e., member – Beta Alpha Psi, fall 2002-present or President – Alpha Kappa Psi (other officer positions - member since September 2002).
* Personal Interests is important.  This gives you and the interviewer an opportunity to discuss other dimensions of your life.  You will be relaxed as well.
* For references, list name, title, organization, phone number with area code, and email.
* It is ok to list more than one item on a line.  Remember as little white space as possible.

**DON'TS**

* Have lots of white page showing.
* Have a section on "related courses."  Rather, I believe you should simply place "AACSB Accredited" following the university name.
* No more than 3 references.
* Do not list address of references.
* Do not put "Available on Request" unless there is no room for references. This should be a last resort.
* No high school information.

**The following are example of a good resumes for a job, when you have an undergraduate degree in accounting (or are in the process of obtaining the degree):**

**LESLIE R. SIDES**4016 Ribers Road • Poplar Bluff, MO 62157 • 314-662-9026 • lrsides@yahoo.com

**OBJECTIVE**

To obtain an accounting internship in the St. Louis area where I can apply what I have learned in classes to a “real world” environment.

**EDUCATION**

Southeast Missouri State University – Cape Girardeau, MO

Bachelor of Science in Business Administration, AACSB Accredited Expected Graduation: May 2012  
Major: **Accounting** Accounting GPA: **4.0/4.0**; Overall GPA: **3.9/4.0**Will complete 150 hour requirement – September 2012 Plan to sit for CPA Exam- Spring 2013

**SPECIAL SKILLS**  
 Microsoft Office: Microsoft Word, Access, Excel, and PowerPoint

* Calculate financial formulas, design charts/graphs
* Excellent typing skills (75 wpm)
* Design and deliver presentations

Tax Preparation System (TPS)

**ACCOUNTING EXPERIENCE**

H&R Block – Cape Girardeau, MO January 2011-April 2011

**First Year Tax Professional**

* Interpreted client tax documents to calculate tax liability and find beneficial deductions and credits
* Presented tax findings to clients and discuss options and opportunities
* Consulted with clients and assist them with future tax planning

**WORK EXPERIENCE**

Subway Sandwich Shop – Washington, MO January 2006-Present

**Shift Leader**

* Reconcile cash drawer at end of day to maintain accurate balance

Magna-Tel – Cape Girardeau, MO September 2008-May 2010

**Packing & Shipping Attendant**

**ACTIVITIES/AWARDS**

Active Member, **Beta Alpha Psi** Fall 2009-Present

* **Social Committee Member** (Fall 2009-Spring 2010)

Active Member, **phi kappa phi honor society** Spring 2011- Present

Active Member, **beta gamma sigma international honor society** Spring 2011- Present

Active Member, **Phi Eta Sigma Honor Society** Spring 2009- Present

Dean’s List Recipient All Semesters  
Regents Scholarship Recipient August 2008-Present  
Bright Flight Scholarship Recipient August 2008-Present

**PERSONAL INTERESTS**  
 Co-ed softball and volleyball, mule riding, bike riding, spending time with friends and family.

**REFERENCES**

Lindsey Longer, Office Manager, Saddles Inc., 314-450-8951, coe79@earthlink.net

Ray Lind, Plant Manager, Magna-Tel, 573-216-5899, raylind@magna-tel.net

Rebecca Lohmann, Accounting Professor, Southeast Missouri State, 573-651-2898, [rlohmann@semo.edu](mailto:rlohmann@semo.edu)

**Michael A. Vass**

21 Whail Lane

Jackson, MO 63755

573.243.1618

mavass1s@semo.edu

**Objective**

To obtain a position as a summer intern in the area of accounting – most interested in financial accounting.

**Education**

* Bachelor of Science Degree in Business Administration, Southeast Missouri State University,

Cape Girardeau MO – AACSB Accredited.

* Major: Accounting Expected Graduation: May 2012 Overall GPA: 3.2/4.0 Accounting Courses

GPA: 2.9/4.0

* Will complete the 150 hour requirement – May 2012 Plan to sit for the CPA Exam – August 2012

**Work Experience**

* Commerce Bank,Teller, Cape Girardeau, MO, September 2010-present
* Commerce Bank,Teller, Jackson, MO, August 2009-September 2010
* Finish Line, Assistant Manager, Cape Girardeau, MO, May 2009 – July 2009
* Wireless Connection, Sales Associate, Cape Girardeau, MO, Summer Job, March 2009 – July 2009
* The Shoe Dept., Keyholder, Cape Girardeau, MO, July 2008- April 2009
* Journey’**s**, Co-Manager, Cape Girardeau, MO, May 2008 – July 2008
* The Shoe Dept**.**, Keyholder, Cape Girardeau, MO, May 2005- May 2008

**Awards**

* Presidents Scholarship: Fall 2007-Spring 2008
* Wessel Scholarship: Fall 2010-Spring 2011

**Personal Interests**

Exercising, hunting, watching movies, and spending time with family and friends.

**References**

* Dr. Deborah Beard, accounting professor, Southeast Missouri State University, 573-986-6742,

e-mail: dfbeard@semo.edu.

* Jennifer Jones, manager of The Shoe Dept., 573-513-9797, e-mail: jajones@gmail.com.
* Kipper Myles, branch manager of US Bank, 573-693-7973,

e-mail: kipmyl@usbank.com.