

Accounting Resume Guide

FIND YOUR INTEREST

Find an interesting job description, the websites listed below have many job descriptions you can choose from. Identify the skills employers are looking for candidates to have to do this job. Highlight on your resume the skills that you have that correspond to the ones the posting is requesting.

a. www.linkedin.com

LinkedIn is a social networking website designed for professionals in all industries. By using it, you can begin networking and connecting with individuals in your field of interest. Recruiters use LinkedIn to hire college interns and employees. You can also reach out for mentors and feedback on your work. Make sure if you have a LinkedIn page it is dialed in and includes a link to your portfolio.

b. www.glassdoor.com

Search millions of jobs and get the inside scoop on companies with employee reviews, personalized salary tools, and more

c. www.indeed.com

The #1 job site worldwide! Excellent resource for current positions. Search for internships, occupational research, and companies.

Do you have the skills? Make sure you list all of the skills you have that they are looking for on your resume in a skills section.

Prove it: Tell a story about a class project in which you

GENERAL GUIDELINES

- 1) Do not need to include every job you have ever had, only include the jobs/job duties that are relevant to the position you are seeking.
- 2) Limit your resume to one page.
- 3) Review your resume for spelling, punctuation, and grammatical errors. Do not rely solely on spell check.
- 4) Use the jargon of your profession only if you are applying for a job within your field.
- 5) List your relevant experience chronologically, starting with the most recent experience.
- 6) When you submit your resume to employers send it in PDF format.
- 7) Do not: include pictures, weight, height, health or other personal irrelevancies. It is illegal for an employer to request these details outside of acting and modeling jobs.

RECOMMENDED SECTION TITLES & CONTENT

1) Contact Information

- Your first and last name.
- A phone number at which you can be reached (preferably a phone with voicemail set up).
- List a professional sounding email address that you check regularly.
- The city and state you live in (do not include a street address or zip code).

2) Summary

- Including a “summary” is optional and is generally only included if the background is not a clear match with the position being applied for.
- The summary is used to state a couple of key skills you have that are most relevant to the position you are applying for. You should state your major, if relevant, and your desire to further develop your existing skills in the industry you are looking to transition to.
- This section should be extremely brief, two to three sentences max. The summary is NOT an opportunity write what the position can do for you, but what you can do for the position.

3) Skills

- List the skills you have that are relevant to the job.
- Your resume should highlight the required and desired skills that you have that are listed in the job description you are applying for.
- When you list your skills, include your proficiency level such as: “proven” sales skills, “proficient” with Microsoft Office Suite, etc.
- Include skills such as languages and computer software skills, as well as, specific skills relevant to your field.
- Include any honors or awards you have received.

4) Education

- Include the education section of your resume before the experience section if your education is your strongest selling point, otherwise it goes towards the bottom.
- Include the names of schools attended after high school. After 1 year of college you do not need to list your high school.
- List any degrees or certificates you have and include the year they were obtained.
- List your major (if relevant to the job) and your expected degree or certificate completion date.

5) Academic Experience

Pick the class projects that best illustrate your experience or knowledge with your area of interest.

In three sentences describe your project:

Sentence 1: what was the project/assignment (people need context)

Sentence 2: what process did you use to achieve your result

Sentence 3: What was your final product/result.

6) Experience

- In addition to your work experience to include your leadership roles, club and organization memberships, volunteer or community service experience, hobbies and interests.
- List your most recent experience first and then work backward.
- Detail only the experience within the past ten years where you used skills relevant to the job you are applying for.
- Start all bullet points with an action word i.e., resolved, managed etc.
- Within each position listed, stress your accomplishments most related to the skills and responsibilities you will be asked to do in the position you are applying for.

7) Additional Information often requested on Accounting Resumes

- Anticipated Graduation Date
- GPA/Major GPA (Both the cumulative and Major GPA. If either is lower than 3.0 – 3.2, explain why in the cover letter.)
- CPA Eligibility Date* (see below)

CPA ELIGIBILITY

- CPA licensing is handled by the DCA (Department of Consumer Affairs).
- The CPA license requires:
 - o Bachelor's Degree
 - o 150 (semester units), 225(quarter units)
 - o Plus classes that fit certain categories. Please visit the CA Board of Accountancy website for more details.
 - o Completion of CPA exam. To qualify to sit for the CPA exam, you need 24 semester units in business related courses and 24 in accounting courses.

ADDITIONAL WAYS TO BUILD EXPERIENCE

You can also build experience and build your network through some of the following activities:

1) Clubs

Get involved in club activities and take an active role in the club activities. See the clubs available at Santa Monica College or learn how to start your own club at <http://www.smc.edu/icc>

- Business And Investment Clubs:** SMC Club list is available at:
<http://www.smc.edu/StudentServices/StudentLife/Pages/ICC.aspx>
- Rotaract club:** <http://www.smc.edu/AcademicPrograms/BusinessDepartment/Pages/Rotaract-Club.aspx>

2) Professional Associations

Join a Professional Association. Industries have Professional Associations where people can attend workshops, design competitions and network. Most associations offer student memberships at low or no cost. Sign up to be notified about events!

- ALPFA (Association of Latino Professionals For America): <http://www.alpfa.org/>
- BETA ALPHA PSI: is an international honor organization for *accounting*, finance and information systems:
<https://www.bap.org/>
- AICPA The American Institute of Certified Public Accountants (AICPA) is the national professional organization for Certified Public Accountants (CPAs) in the United States. <https://www.aicpa.org/>
- CALCPA The California Society of CPAs <http://www.calcpa.org/>

3) Class Projects

Class projects count! Make sure you take an active role and are proud of your work so you can include your projects on your resume.

4) Volunteering

- a. **Off Campus:** VolunteerMatch.com is a great place to find and sign up for Volunteer Opportunities to build your experience.
- b. **On campus:** Volunteer To Assist At Vita Event: February 9 through April 7:
 - Founded in 2017, Volunteer Income Tax Assistance (VITA) at SMC provides free federal and state income tax preparation assistance to eligible low-to moderate-income individuals living in the state of California.
 - Requirements: Pass IRS examination and show certificate for each of the following categories: tax preparer (basic and advance), quality reviewer, and supervisor.
 - Preferred qualifications: successful completion of ACCT 17 - Individual Income Tax Preparation course at SMC.
 - Application Deadline: November 30
 - Application Process: Email rubio_cesar@smc.edu with copies of proof of IRS examination certifications, a resume, and a cover letter by November 30th.

5) Website / Social Media

Make sure your personal social media is cleaned up or set to private.

6) Part-time or temporary jobs

In addition to the previously mentioned sites where you can find and apply for jobs (www.linkedin.com, www.glassdoor.com and www.indeed.com) you should also look for work on:

a. www.smc.edu/hiresmc

Hire SMC is a free searchable employer database, like Indeed.com or LinkedIn, but it is just for employers seeking to work with Santa Monica College students. The following opportunities can be found on this website: Off-campus jobs, Internships & On-campus jobs

To access www.smc.edu/hiresmc:

- Click on "Student" and register.
- Your User ID is your SMC email address. You must include your full SMC email address (including @student.smc.edu). You will need to create a password.

b. www.roberthalf.com

Accountemps, A Robert Half Company, job search service will help you find temporary positions well-matched to your unique skill set and requirements. Above all, we want to help you find a job that makes you happy and allows you to thrive. Search our open jobs and apply now, or simply upload your resume or LinkedIn profile. We'll take care of the rest.

TIPS FROM THE BIG FOUR ACCOUNTING FIRMS

The Big Four are the four biggest professional services networks in the world, consisting of Deloitte, Ernst & Young, KPMG, and PricewaterhouseCoopers. They offer audit, assurance services, taxation, management consulting, advisory, actuarial, corporate finance and legal services. They have a fairly structured internship and hiring process, which often begins in your freshman year. You can find more information about each companies hiring process by visiting their websites. If you are interested in being a CPA at the Big Four, some helpful tips can be found below:

1) Visit Careeradvisor.Pwc.Com

2) Take CPA Exam As Early As Possible

3) BIG FOUR RECRUITING CYCLES:

Generally Sophomores: Summer Leadership Conferences

Recruit: Jan-mid March

Generally Juniors: Summer Internships

Recruit: Fall

Generally Seniors: Entry Level Job

Recruit: Fall to start work in May/June

Sample General Resume: (template available for download at www.smc.edu/resume)

First and Last Name

(310) 555-1212 | firstandlastname@gmail.com | Los Angeles, CA

SKILLS

- Experience preparing individual tax returns, year-end financial statements, and assisting with IRS audits
- Proficient in ProFX, Datafaction, QuickBooks, advanced functions in Microsoft Excel
- Exceptional analytical, research, and organizational skills
- High level of competent at exercising fiduciary responsibilities to clients with diplomacy and sensitivity
- Fluent in: English & Persian (Farsi)

EDUCATION

Santa Monica College,

Santa Monica, CA

- Expected December 2018
- Professional Accountant Certificate
- GPA 3.6

UCLA, Los Angeles, CA

- B.A. History
- GPA 3.4

EXPERIENCE

Company Name Consultants, Agoura Hills, CA | 6/2017 – 2/2018

Tax Preparer's Assistant

- Assisted with preparing simple individual tax returns. Increased knowledge of tax and estate planning rules and regulations.
- Improved office organizational efficiency and assisted tax preparer with various administrative duties.

Company Name, Inc., Santa Monica, CA | 12/2015 – 1/2017

Accounting Intern

- Conducted research project for the CFO to analyze opportunities for new business development.
- Performed bank reconciliations and bill payments.
- Assisted CPA with individual tax returns and audit preparation.
- Compiled data used in tax returns from online investment databases.
- Re-categorized financial transactions in QuickBooks and updated currency exchange rates to produce year-end financial statements (Balance Sheets and Income Statements).

Freelance Consultant, Los Angeles, CA | 4/1998 – 6/2017

Information Technology Consultant

- Coded websites for startups and small corporations; Provided IT technical support for small businesses and individuals.
- Provided support for mobile app user interface/user experience design (UI/UX) projects.

ACTIVITIES & HONORS

Golden Key National Honor Society

VOLUNTEER WORK

Los Angeles Metropolitan Debate League (LAMDL) *Debate Judge*

First and Last Name

(310) 555-1212 | firstandlastname@gmail.com | Los Angeles, CA

SUMMARY

Hard working, detail oriented Business Major, with a focus on Accounting and Business Law, looking to apply classroom knowledge in real-world finance setting and help solve problems.

SKILLS

- Basic knowledge of accounting principles.
- Good customer service skills.
- Familiar with reading and interpreting legal documents.
- Detail oriented
- Fluent in English and Mandarin.
- Working knowledge of Microsoft Word, Excel and PowerPoint.

EDUCATION

Santa Monica College, Santa Monica, CA 2015 – Present
Major: Business
GPA: 3.68
Relevant Courses: Statistics, Corporate Financial and Managerial Accounting, Business Law

EXPERIENCE

Company Name, Inc, Beverly Hills, CA 8/2018 - Present
Accounting and Office Assistant

- Assist the CPA, by reviewing receipts and invoices against bank statements.
- File legal and financial documents for CPA.
- Process checks to pay external vendors.

Introduction to Computer Systems, Santa Monica College, Santa Monica, CA 9/2017 – 12/2017
Student

- Created an excel spreadsheet to manage personal finances.
- Assigned account codes to each category of spending.
- Entered data into the spreadsheet.
- Registered and tracked the dates of all credits and debits.
- Created formulas to total the balance of credits and debits.

Introduction to Financial Accounting, Santa Monica College, Santa Monica, CA 2/2017 – 6/2017
Student

- Analyzed and recorded transactions in General Journal and General Ledger.
- Prepared Financial Statements.
- Reconciled accounts against bank records.
- Studied the process of discounting of notes and bad debts.

Company Name, Inc, Santa Monica, CA 1/2017 – 6/2017
Cashier

- Rang up items and handle transactions in cash sales and credit sales.
- Submit receipts and cash to the accounting department at the end of the shift.
- Resolved customer issues and complaints or referred them to management as necessary.
- Maintained proper procedures and cleanliness of all areas at all times.

First and Last Name

(310) 555-1212 | firstandlastname@gmail.com | Los Angeles, CA

SUMMARY

Experienced business manager, currently taking classes to master local accounting practices in preparation for CPA exam, looking to use basic understanding of financial and accounting principles and proven account management skills to contribute to the company's success.

SKILLS

- Basic understanding of financial and accounting principles.
- Experience reviewing corporate bank statements and taxes for submission.
- Experienced with customer services and account management.
- Bilingual in English and Farsi.
- Skilled in Microsoft Word, Excel and Power Point.

EDUCATION

Santa Monica College, Santa Monica, CA 2018 – Present

GPA: 4.0

Anticipated CPA Eligibility Date: Spring 2021

Relevant Coursework: Financial Accounting, Excel for Accounting, Individual Financial Planning

EXPERIENCE

Financial Accounting Santa Monica College, Santa Monica, CA 2018 – Present

Student

- Created journal entries in Microsoft Excel and posted them to the general ledger.
- Created trial balance and income statements, statements of owner equity and balance sheet.
- Created closing entries.

Company Name, Inc., Tehran, Iran 7/2003-3/2014

Manager

- Managed client accounts, kept accurate log of the project expenses in Microsoft Excel, and ensured clients stayed current on their monthly account balance in coordination with the accounts payable and receivable accountants.
- Reviewed and approved all petty cash accounts for five different job sites.
- Reviewed corporate taxes prepared by corporate accountant quarterly and approved them for submission.
- Reviewed monthly bank statements for accuracy.

PROFESSIONAL ASSOCIATIONS

CALCPA

Los Angeles, CA

4/2018 - Present

Member

First and Last Name

(310) 555-1212 | firstandlastname@gmail.com | Los Angeles, CA

SKILLS

- Basic understanding of financial and accounting principles
- General knowledge of corporate financial and managerial accounting
- Reconciling statements against general ledger
- Processing payroll using ADP
- Bilingual in English and Spanish
- Working knowledge of Microsoft Word, Excel and PowerPoint and QuickBooks

EDUCATION

Santa Monica College, Santa Monica, CA

Anticipated 2021

Major: Accounting

GPA: 4.0

Relevant Coursework: Business Law, Macroeconomics, Microeconomics

EXPERIENCE

Company Name, Inc., Los Angeles

11/2015- Present

Bookkeeper

- Verify time logs and process payroll for staff using ADP
- Communicate with customers and vendors for unpaid balances
- Record payments from customers
- Batch customer invoices according to monthly pricing schedule and communication preferences in QuickBooks for over 300 customers and vendors
- Review companies reported income and expenses and reconcile against the bank statements monthly

Financial Accounting, Santa Monica College

Fall 2018

Santa Monica, CA

Student

- Analyzed and categorized transactions, journal entries, and posted them to the ledger
- Prepared unadjusted, adjusted and post-closing trial balance
- Created income statements, statements of owner equity and balance sheets
- Recorded closing entries

Corporate Financial and Managerial Accounting, Santa Monica College

Spring 2019

Santa Monica, CA

Student

- Prepared a budget and budgeted financial statements
- Allocated costs to calculate profitability of departments or inventory items
- Created statement of cash flows
- Analyzed financial statements of companies as a potential investor