

Accounting Resume

Accounting Resume Tips:

The design of your accounting resume must highlight the most important information about your accounting experience, skills and education. At first glance this information forms the image that employers have of your accounting skills and abilities.

Preliminary Requirement :

- Research about your accounting career alternatives and organizations of interest before starting your resume.
- Organize your thoughts and ideas into your accounting resume.
- Look at other resume guides' accounting resume samples.
- Avoid using "I" throughout your resume.

Resume Template

Contact Information :

1. Full name
2. Campus and permanent addresses
3. Telephone numbers
4. Email address

Objective : A concise statement in your resume that tells the reader about your career goals and/or expresses interest in a specific job or vacancy. Your objective may include:

- A general or specific job title such as an entry-level position, graphic designer.
- Any qualifications you wish to state up front such as computer competencies, years of experience, education, or skills such as management, organization, communication, or leadership.

Summary of Qualifications : Recommended for experienced professionals. This section should consist of a minimum of three, and preferably no more than ten, "bullet points", each describing an accomplishment in terms of results.

Example : Experienced accounting manager with five years experience in accounting. Strong accounting management skills with extensive knowledge in statistical processes.