

Office of Career Management

Moore School of Business

May 26, 2008

MACC Students:

Because we know that graduate business students, and the organizations that employ them, are intently focused on career development and long-term employment, job search training literally begins before students attend their first graduate level class. This preparation starts with the development of a resume, which is often needed the first week of classes, if not before.

To that end, we begin working with students to develop a strong resume before school even begins. For MACC students starting the program in summer or fall 2008, we have set a deadline of August 1st to have a resume submitted for review. This resume **MUST** adhere to the template provided in this document and should be emailed as a Word attachment to MACCTAX@moore.sc.edu. A member of the Office of Career Management staff will critique the resume and communicate with you via email to finalize the document.

Please remember that the quality of the resume is tremendously important and cannot be over emphasized. It is imperative that a strong, relevant, and accurate document be created for use in marketing to potential internship sponsors and employers.

This process should take time, energy and thought on the part of the student. The Moore School staff will certainly help polish and tweak the document but it is ultimately the student's responsibility.

The following Resume Development Instructions will facilitate the process. If these steps are followed, with an adequate amount of preparation time, a top-notch document will be created. I encourage you to get started right away in order to meet the August 1st deadline. If you complete the process prior to August 1st, feel free to email the document earlier. **Please note:** If the resume does not adhere to the template provided here, it will be sent back to you.

We look forward to working with you, and wish the best as you pursue a Master of Accountancy Degree.

Sincerely,

Jane Willis

Jane Willis
Director, Office of Career Management

Creating Your Master of Accountancy Resume

Getting Started

Even if you are happy with the resume you already have, we want you to start over. As you complete the following steps, DO NOT refer back to the resume you already have on hand. Start with a clean slate.

Select a focus

Decide what type of job you want and write it at the top of a piece of paper. Specifically, think in terms of functional area (accounting, taxation) and industry (accounting firms, corporate). This may change as you develop and grow as a graduate student, but for now think about what job you currently believe is your objective. Think about specific job titles as well as general functional areas.

Education

List your educational qualifications. Don't forget continuing education, especially if it involved certifications. Include your graduate degree in this list.

Review Job Descriptions

Next, you need to review written descriptions of the ideal job you are targeting, NOT the job you are in or jobs you have had in the past. This can be done in various ways. One way is to surf through postings on various web search engines (see Appendix B) or on the homepages of companies or organizations that strike your interest. In addition, check out The Dictionary of Occupational Titles (<http://www.oalj.dol.gov/libdot.htm>) and the Occupations Outlook Handbook (<http://www.bls.gov/oco/>) published by the U.S. Bureau of Labor Statistics. Once you have done this research, complete the following:

- a) Make special note of the sentences in these descriptions that describe things you've done in your past and present jobs. Highlight these for use as you actually create your resume.

- b) Become familiar with the buzzwords and key descriptors of the industry in question. Typically, these are nouns or short phrases that describe the essential knowledge, abilities and skills required to do the job. These terms are often used by employers to screen and scan resumes. You want to use these somewhere in your resume, so keep a checklist and mark them off as you insert them into your document.

Past Jobs

Think back through each job you have held in the past. Detail job duties and responsibilities for each. Try to determine specifics about the organization and operation including size of organization, how many employees, etc. Write all of that down in this section.

Accomplishments

Now, think about specific accomplishments in each job. What have you done beyond the call of duty? Did you exceed quotas? Did you save money? Did you generate revenue? Did you increase efficiency or productivity? Write down at least 2 (3 or 4 if possible) accomplishments for each job that you can quantify or qualify in some way. (See examples of accomplishment statements below and Appendix C for an Accomplishment Worksheet.) Please note a couple of pointers as you craft these statements:

a) Accomplishment statements should provide evidence of your productivity, of how you added value for previous employers. Be sure you note any cost savings, and mention innovations, changes or actions that show you actively produced desired results.

b) Accomplishment statements should quickly communicate to employers that you can do the job. Be sure your strengths and skills come across and that everything supports the job you're targeting. If you can't answer the question "So What?" concerning each bullet point (in a meaningful way) it should not be included.

Well-crafted Examples

- Introduced continuous improvement and quality management programs throughout the organization. Results included a 25% increase in daily productivity and 64% increase in customer satisfaction.
- Worked with staff and vendors to increase product turnover by 15% and sales by 25% in five months. Also trained 14 new employees, five of whom were rapidly promoted.
- Managed the entire financial restructuring of two subsidiaries, which decreased staff and overhead, saving \$550,000 annually.
- Renegotiated key vendor contracts for a 28% reduction over previous-year costs.

Bad Examples

- Responsibilities included implementation of policies and procedures. Trained new employees, interfaced with subordinates and vendors and light correspondence.
- Dealt with customer service issues. Various sales activities.
- Assisted the public with their questions and concerns.
- Did quarterly payroll tax returns.
- Assisted technical engineer with calculations for permitting of small businesses.

Create the Resume

Please read the following and keep these in mind as you create your first draft.

1) Begin each sentence with strong verbs - like planned, organized, directed. Make sentence positive, brief and accurate.
2) Misspelled or misused words reveal slipshod work habits and laziness. Double and triple check!
3) Employers scan resumes and decide in less than 30 seconds if you're worth a call, so a one-page resume works best.
4) Employers want specifics on how you can do the job for them, not information about what you want from the job.
5) Everywhere and always, if you describe the duties you perform and don't include your accomplishments, your resume is virtually assured of a near-death experience.
6) A resume isn't your biography.... Employers want to know "what have you done lately?"
7) Wherever possible, use buzz-words relevant to the job you are seeking. You should have developed a list of these earlier in the process.
8) If your experience does warrant a 2-page resume (you must have at least 10 years of work experience for this to be approved), the text on the second page should fill at least ½ of the page. In addition, be absolutely sure that your contact information is at the top of the second page as well as the first page. (Please note: We strongly discourage 2 page resumes!)

Now, take a look at the attached template in Appendix A and pay close attention to the various sections. Before you actually start writing, please take a few moments to read the following discussion regarding formatting issues as well as descriptions of each section. This will give you information on the purpose of each section and what to consider as you develop your resume. Then, begin drafting your resume ensuring that it adheres to the template format and design.

General Formatting

Margins

The minimum margin settings for top, bottom, and left are .5" (1/2 inch) for a one-page resume.

Font

The font size should be no smaller than a point 10. Font type should be fairly traditional and easy to read, preferably Times Roman or Arial. Please follow the template for additional font issues relating to bold and all cap formatting.

Tabs

We strongly recommend that you use tabs to position certain items on your resume, not spaces. This is especially relevant to the Dates, Cities, States, and Countries, which will be positioned on the far right of your document. We have provided instructions here for setting these tabs within your resume:

Alignment of Dates, City & State

MS Word does not allow both right and left alignment for the same line/paragraph. To make the date and location right aligned while keeping the company and title left aligned, you need to set tabs as follows:

- 1) Before typing in any information, click on **Format**, then click on **Tabs**.
- 2) Type 7.5 (or as appropriate) as tab stop position, click **Right** under **Alignment**, click on **Set**.
- 3) Click **OK** to get out of the message box.
- 4) You have now set the tab at 7.5 inch (right-aligned)

Heading Section

This section is designed to give your reader quick, easy access to your name and accurate contact information. Please read the following guidelines for the various components of the Heading Section.

- a. Name – Your name should be centered at the top of the page as shown on the template. It should be one (1) or two (2) font sizes larger than the rest of the document.
- b. Contact information: Your address, phone and email should be under your name as shown.

Please note: It is your responsibility to update your resume as your address, phone and email change. Disaster can happen if your data is incorrect and a recruiter cannot find you. Please take this seriously!

Objective

A strong objective statement is an absolute must for any resume. Without an objective recruiters and potential employers do not know what you want, thus they do not know how to screen your resume.

This objective should have been derived early in this process as you Selected on Focus on page 2. What did you designate as the job you wanted at the conclusion of your graduate program? That is your current objective. In addition, a good objective also specifies industry if there is a preference. Here are a few examples of strong objective statements.

- An internal auditing position with a high-growth consumer products company.
- An accounting position with a large, big four accounting firm.
- A position in corporate finance with emphasis on financial analysis.
- An HR generalist position with a global consumer goods firm where emphasis is placed on strategic HR initiatives and cutting edge training and development.

Education

The Education section should precede the Experience section unless you have 5 plus years of experience. If your experience is indeed extensive and broad, the order of these two (2) sections may be switched. Please follow the formatting of the template exactly.

Please include your graduate degree with your target graduation date. All of your other educational experience will follow in reverse chronological order.

Experience

In this section, you will draw heavily from the research you did earlier. This is where you sell your background as relevant to your future goals. This is also where you sell your skills and competencies in various accomplishment statements. You do this by listing your previous work experience, in reverse chronological order, going back not more than 10 years. Each position will be formatted and the content crafted in the following way:

- 1) Job Scope Statement - First, you will develop a Job Scope Statement for each position. This is placed directly under the title of the position. This is a 1-2 sentence description of the role and scope of the position. This is background information to give your reader an overall idea of what you did and where you did it. This should not be a list of duties, but more a description of the role of the position.

Here are a few examples of quality Job Scope Statements:

Accounting Assistant

Participating in various accounting function in support of the Senior Partner.
Involved in multiple auditing activities and significant tax research.

Financial Consultant

Created and monitored investment portfolios for individuals & businesses, such as 401(k) & other retirement plans

Financial Planner

Participated in American Express' financial planner rotational training program.
Completed the program early with excellent evaluations.

Accomplishment Statements

Under each Job Scope Statement you will place 2-4 accomplishment statements per job. The more recent the job, the more bulleted statements you should craft (no more than 4 per job). Each should highlight a particular skill and/or value-adding experience, preferably one that is relevant to the job you are targeting.

Refer back to the research you did earlier to strategically craft statements that highlight experiences and skills similar to those outlined in the job descriptions you found. Down the road, these will also be “stories” you will tell in interviews giving evidence of skills and competencies needed in the job you want. Remember to provide outcome or results descriptors for each statement.

The point here is to show how you made a difference to the organization. How did you make or save them money or time? What was the outcome of your project? Was the data used by upper management to make a major decision? If you can't point to a specific quantifiable or qualifiable result, it doesn't need to be a bullet point. Please note that these may change as your objective is fine tuned or altered in the future. These must support the objective and give evidence of your qualifications relevant to that objective.

Additional Information

Under this heading you will put any additional information you choose to share. Certainly, the categories listed on the template should be addressed if relevant, but you may include other headings if desired, such as Honors or Leadership Roles. What you include is up to you, although we strongly encourage you to at least address the areas on the template

Appendix A
Resume Template

NAME

Address, Address

Phone, Email

OBJECTIVE

A tax or accounting position utilizing my organizational and analytical skills while building on my practical knowledge of accounting (taxation), finance and economics.

EDUCATION

UNIVERSITY OF SOUTH CAROLINA, Moore School of Business Columbia, SC USA

Master of Accountancy, GPA: 3.536 May 2003

UNIVERSITY OF NORTH CAROLINA Chapel Hill, NC

Bachelor of Arts in Economics, Overall GPA: 3.8 May 1999

EXPERIENCE

MERRILL LYNCH Winston-Salem, NC

Financial Consultant January 2000- July 2002

Created and monitored investment portfolios for individuals & businesses, such as 401(k) & other retirement plans

- Maintained and adjusted investment portfolios to achieve the growth necessary to fit with the client's specific goals
- Formulated comprehensive financial plans and marketed various investment securities suitable for client objectives
- Researched and analyzed many different investments using sound fundamental and economic data and information

AMERICAN EXPRESS FINANCIAL PLANNERS Winston-Salem, NC

Financial Planner (in training) May 1999 - December 1999

Participated in American Express' financial planner rotational training program.

Completed the program early with excellent evaluations.

- Performed investment research on potential and existing holdings
- Conducted marketing for managed money accounts to individuals and the brokerage community
- Reviewed and analyzed research reports for positive growth and earnings momentum
- Prepared monthly statements and compiled holdings for clients using on-line data and addressed clients concerns

HONORS

Graduate Assistantship with USC, Moore School of Business

Dean's Lists 1994 and 1995

ADDITIONAL INFORMATION

Computer Skills: Microsoft Office 2000: (Word, Excel, PowerPoint, Access); Windows 98;

Lotus Smart Suite

Membership and Activities: Treasurer, Beta Alpha Psi; Volunteer, Project Literacy and Habitat for Humanity

Interests: Golf, Old Movies and Travel

General Employment listings *(can be searched by functional area)*

Monster: www.monster.com (also 21 other country sites: www.monster.de, www.monster.com.hk, etc.)
Lists positions that have been sent in by companies/recruiters
Flip Dog: www.flipdog.com Searches company websites for positions.
Yahoo Careers: careers.yahoo.com
Career Builder: www.careerbuilder.com
Hot Jobs: www.hotjobs.com
Wet Feet: www.wetfeet.com
Career Gardens: www.careergardens.com

Websites focusing on a narrower functional area:

Dev Net: www.devnetjobs.org (international development jobs)
GMAC: www.mba.com/Career/job_descriptions/index.shtml (functional area job profiles)
Net Impact: www.net-impact.org (non-profit listings/internships for MBAs)
Opportunitynocs: www.opportunitynocs.org (non-profit listings)
Links to top finance employers: http://www.nyssa.org/jobs/top_employers.html
Jobs in the money: www.jobsinthemoney.com (finance/accounting)
HR.com: www.hr.com (human resources listings – requires free sign-in)
Bloomberg's: www.bloomberg.com/career (finance/accounting)
Direct Marketing Association: www.the-dma.org/jobbank (marketing)
American Marketing Association: www.marketingpower.com (marketing)
IEEE: jobs.ieee.org/index.html (engineering)
Manufacturing.net: www.manufacturing.net/careers (manufacturing/operations)
Jobs.internet.com: www.jobs.internet.com (high-tech jobs)
Dice: www.dice.com (high tech)
Brassring: www.brassring.com (high tech focus, but other listings too)

Geographic Area Websites

Overseas Jobs : www.overseasjobs.com (international jobs)
Boston Jobs: www.bostonjobs.com
Boston Works: www.bostonworks.com (Boston Globe website)
North & South Carolina: www.carolinascareerweb.com (I had some difficulty using this site!)
Colorado: www.jobsincolorado.com (not many MBA-type listings)
Chicago/Illinois: www.chicagojobs.com
New York Times Career Center: www.nytimes.com/pages/jobs/index.html
Los Angeles Times: www.latimes.com/classified/jobs/
Riley Guide: <http://www.rileyguide.com/internat.html> (listing of international job site resources)
Ireland: www.irishjobs.ie
Canada: www.workopolis.com