**Resume Tips *(Delete This Page Before Sending Your Resume. See Resume Template on Page 2)***

**Length:** Keep it to one page if you have under 10 years of experience. Two pages are acceptable for senior roles with substantial experience.

**Customization:** Tailor your resume to highlight relevant accounting skills and experience for each job you apply to.

**Keywords**: Incorporate industry-specific terms and software (e.g., GAAP, SEC Reporting, SAP) that align with job descriptions.

**Quantifiable Results:** Emphasize achievements with metrics (e.g., "Reduced reporting errors by 20% through automated systems implementation").

**Accomplishment-Oriented Language:** Focus on results and achievements rather than just listing responsibilities. Use action verbs like "Streamlined," "Achieved," "Optimized," or "Generated."

**Actionable Words:** Begin bullet points with strong action verbs, e.g., "Analyzed," "Developed," "Implemented."

**Prioritize:** Place the most impactful achievements and skills higher up in each section.

**Professional Design**: Use a clean format with clear headings, bullet points, and consistent font sizes. A professional template can make a big difference

**Certifications and Licenses:** List relevant certifications like CPA, CMA, or NetSuite Certified Administrator.

**Avoid Jargon:** Use language that's easy to understand but still professional—skip overly technical terms unless relevant to the role.

**FULL NAME**

CITY, STATE ABBREVIATION

PHONE

EMAIL

*2-3 sentences explaining your skills and professional history. For Example:*

Results-driven Senior Accounting Consultant, CPA, with over [X] years of experience delivering strategic financial guidance to organizations across diverse industries. Expertise includes financial reporting, audit management, tax compliance, and process optimization, with a proven track record of improving operational efficiency and ensuring regulatory compliance.

**Company Name**  May 2024 — Present (End Date: June 2025)

Title

* *Explain your involvement, responsibilities, and impact in 3-5 bullet points. If the project is still going on, these bullets should be written in present tense. Use any numbers indicating the size of the project in revenue, percentage growth, team members managed, and more.*
* XX
* XX
* XX

**Company Name** October 2023 — March 2024

Title

* *Any previous project work or job experience should be written in past tense.*
* XX
* XX
* XX

**Company Name** January 2022 — October 2023

Title

* *Any previous project work or job experience should be written in past tense.*
* XX
* XX
* XX

**CORE SKILLS**

* *List any system, process, and technical skills here. For example:*
* QuickBooks
* SAP
* Oracle
* Microsoft 360
* Robotic Process Automation
* GAAP
* IFRS
* SOX
* Intuit ProConnect
* BlackLine

**EDUCATION**

Bachelor of Science, Accounting | University of California San Diego (UCSD)