

# Resume Guidelines: Accounting

Career & Corporate Connections | 114 Business Building | 814-863-6161 | [smealcareers@smeal.psu.edu](mailto:smealcareers@smeal.psu.edu)  
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## Build Your Resume

Refer to the sample resume on the back to see examples of the information provided below. Following these specific tips will help you tailor your resume to an accounting career:

### 1 Highlight your interest area in your objective statement.

Your employment objective communicates your interest in a particular position or track, such as auditing, tax accounting, and consulting. An objective statement should be short and specific.

### 2 List your education and progress towards professional licensure accurately.

Each option requires a different format on your resume:

#### Four-Year Accounting Students

##### Pennsylvania State University

*Smeal College of Business*

B.S. in Accounting with a concentration in Corporate Control and Analysis

Anticipate completing Part 1 of the CMA exam (month, year)

OR

Passed Part 1 of the CMA exam (month, year)

Anticipate completing Part 2 of the CMA exam (month, year)

#### Four-Year Accounting Students, will obtain 150 credits in four years

##### Pennsylvania State University

*Smeal College of Business*

B.S. in Accounting

Will obtain 150 credits by graduation (or within four years)

#### Four-Year Accounting Students who plan to apply to the 1-year MAcc program

*Pennsylvania State University*  
*Smeal College of Business*

B.S. in Accounting

Anticipate 150 credits will be ready by (month, year)

#### MAcc Students

##### Pennsylvania State University

*Smeal College of Business*

Masters of Accounting (MAcc), B.S. in Accounting

#### One-Year MAcc Students

##### Pennsylvania State University

*Smeal College of Business*

#### One-Year Master of Accounting (MAcc) Program

*Pennsylvania State University*  
*Smeal College of Business*

B.S. in Accounting

### 4 List computer skills that are relevant to the position.

Be sure to explain how you have used the skills through an activity, a project, or if you completed course work focusing on a specific program. Simply stating that you are proficient in Excel could be misleading to the recruiter. If a job description specifically lists software experience needed, make sure this is included in your resume.

### 5 List leadership and/or activities.

Recruiters want to see that you are doing more than just going to class. The most desired skills ranked by recruiters are teamwork and communication (both written and verbal), however, the job description may alert you to other soft skills required. Describe your skills here in the same detail as you would in the relevant work experience section, noting your accomplishments.

## Resume Tips

When drafting your resume, be sure to always keep the following in mind:

- › Never embellish on your resume
- › Check and recheck for spelling/grammar mistakes
- › Keep your resume to one page
- › Always communicate skills in every bullet point
- › Make sure the layout of your resume is easy to scan

Visit our website or schedule an appointment for more tips!

## Resources for Accounting Students

The following are helpful resources for Accounting majors at Smeal:

**Penn State Career Services**  
[studentaffairs.psu.edu/career/cic/](http://studentaffairs.psu.edu/career/cic/)

**AICPA-American Institute of CPAs**  
[aicpa.org](http://aicpa.org)

**Institute of Management Accountants**  
[imanet.org](http://imanet.org)

**Careers in Accounting**  
[careers-in-accounting.com](http://careers-in-accounting.com)

Get involved in a discipline-specific student organization:  
[ugstudents.smeal.psu.edu/student-organizations](http://ugstudents.smeal.psu.edu/student-organizations)

### 3 Highlight relevant experience.

Recruiters are keenly interested in what you have accomplished during your internships or co-curricular projects. Be sure to describe your accomplishments instead of simply listing your job duties. Indicate how your actions improved outcomes. Use industry specific keywords and quantify your accomplishments where relevant.

## First and Last Name

Email Address • Phone

1

**OBJECTIVE:** To obtain an entry level position in accounting beginning June 2012

2

### EDUCATION

**The Pennsylvania State University**, University Park, PA

*Class of December, 2011*

*Smeal College of Business*

**Cumulative G.P.A.: 3.51**

Master of Accounting (MAcc), Bachelor of Science in Accounting

**150 hours upon graduation**

Dean's List

3:4 Semesters

3

4

### RELEVANT EXPERIENCE

**Reznick Group, P.C.**, Bethesda, MD

*January 2009 – April 2009*

*Audit Intern*

- Assisted with annual audits and reconciliation activities for eight real estate clients
- Analyzed and used pivot tables in excel to provide accurate assessments of client financial statements
- Maintained accurate records of ledger audits using NetSuite in accordance with Sarbanes-Oxley
- Assisted in streamlining audit process for real estate clients resulting in \$1M in annualized savings
- Communicated directly with clients regarding missing details of financial documents

5

**Smeal College of Business**, University Park, PA

*Accounting Department Tutor*

*September 2009 – May 2010*

- Assisted students with accounting skills in two upper level accounting course

*Accounting Proctor*

*September 2008 – Present*

- Proctor exams for approximately 5 hours per week and 200 students

*Work Study*

*May 2008 – August 2009*

- Provided customer service to faculty, staff, and students by directing inquires to the appropriate party
- Prepared excel spreadsheets for online research for professors and graduate students

**Jersey Shore State Bank**, State College, PA

*May 2007 – December 2008*

*Teller*

- Worked 20 hours per week while maintaining a full course load
- Verified vault totals with a daily balance of \$150,000
- Reconciled cash drawer with a daily balance up to \$7,500
- Selected to complete the Supervisory Training program

6

### LEADERSHIP/ACTIVITIES

**PriceWaterhouseCoopers Case Study**, University Park, PA

*September 2008 – October 2008*

*Participant*

- Collaborated with a team of four across three majors to analyze a an accounting situation and prepared strategic recommendations and financial reports proposing solutions for the business problem

**University Park Allocations Committee**, University Park, PA

*Fall 2008 – Fall 2009*

*Nittany Allocation Team 2007, Hetzel Allocation Team 2008*

- One of seven Penn State students chosen to serve on Nittany/ Hetzel Allocations Team
- Allocated the \$3 million Student Activity Fee budget
- Analyzed funding requests to ensure the validity and compliance to UPAC policy
- Communicated funding decisions to requestors and handled questions regarding allocation approvals

**Accounting Society**, University Park, PA

*September 2007 – Present*

*Active Member*

- Network with company representatives from major accounting firms

## Skills and Industry Specific Language

The following are various keywords associated with the field of accounting that you should incorporate into your resume:

› **Keywords:** Internal control, review, document, analyze, report, divestitures, recommend, asset management, client, procedures, financial statements, Sarbanes-Oxley, ledger, account balances, balance sheet, cash flow, evaluate, budget preparation, reconciled, team, led, verified, audit, balance, collaborated, approved, bottom line, process, policies, account, annual report, approve, break-even analysis, closing, compliance, control, document, earnings, profitability, reconcile, taxation

› **Technical skills:** Excel, including Pivot Table, VLOOKUP, HLOOKUP; carefully review job descriptions for additional technical skills that may be required or preferred.