

The Anatomy of A Resume

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Many of my candidates have found this format helpful and effective in presenting their skills to prospective employers. It does require a fairly substantial investment of your time if done properly but once completed it is a very strong resume. The following is a narrative about each section and what we are trying to accomplish in that section.

Summary & Skills

One or two sentences that offer an “overview” of what you bring to the table. Do not write in 1st person and avoid being too specific. Use bullets to bring to the forefront your skills. These skills should be technical skills, computer skills, and can include soft skills, such as: excellent communication skills, self-starter, highly organized, team builder, ECT. ***Do not use the same verbiage as the sample. This needs to be your own description – in your own words.***

These bullets should be ordered from either: 1) your strongest to weakest technical skills or 2) skills you possess relevant to the job you are seeking (this is especially important if you are trying to break into a new career or into an offshoot to your current career.

Then you should follow with your software skills. Do not list those that you know but are no longer used in the market place (exp. “Symphony” - it is old and no one uses it) Do not list every software you know – list those with which you are relatively proficient – usually 3-5 software skills including MS office products and Accounting software’s. You can add more if it adds emphasis and paints the picture you are trying to paint.

Lastly, you can add soft skills such as the examples noted above. Do not add more than 1 or 2 bullets with these and you can group 2 or so on one line if they flow together.

Experience

This section should list your employment history in chronological order with some very specific guidelines.

- 1) List the companies you worked for and one sentence about what they do. If you held more than one position with this company list your total tenure on this line (See SCI on sample)
- 2) State your title and one or two sentences that give a macro description of what you do.
- 3) Your bullet points should be more results oriented than task oriented. If you are a manager with direct reports it is a given that you manage and review them. It is not necessary that you state it other than what you have included in your initial macro sentence. If you did something above your manager responsibilities, such as “develop a mentor program for new hires” or “developed and conducted a training class for peers and management” then add that.
- 4) Use this space for more “meaty” and meaningful information. You want to note your accomplishments, be succinct and bottom line oriented. Be quantitative as much as possible. You want to demonstrate how you made it a better place, added value, saved the company money, made the company money etc.

- 5) If you have a lack of tenure or gap in employment but the reasons are valid, you might consider adding a one-sentence statement at the end of that employment section. Set it apart, use smaller, italic print, and be concise.

Education & Licenses

List your formal education. If you have a GPA of 3.0 or above, note it. If you financed all or part of your education yourself by working note it. If you have passed parts or the entire CPA exam or another professional exam, note it.

Professional Memberships

This is optional. If you were a member, especially an active member by holding an office, working on a committee, etc you should show that. Also, if you are involved with other civic or community organizations you could note them in this section. Many employers value that their employees “give back” to their communities.

Hobbies/Interests/Community Service

Many people suggest that you leave this off. It is a personal decision. If you feel it paints a more complete and accurate picture of you, then add it if you have room. Many times a potential employer may pick up on the fact that you are a triathlete because they may be two. If can provide something of a more personal nature to discuss on an interview. Also, athletes are very disciplined people and that character trait many times falls over into their professions. Again, this is a personal choice and I do not believe there is a right or wrong answer on whether to include it or not.

General Comments

Note for Entry Level Candidates - If you have recently graduated and have little to no work experience then your initial format will be bit different.

- 1) You will want to place your education up front, on the 1st page. Make sure and note your GPA if either your overall or within your major is over 3.0.
- 2) If you financed part of your education through work then note that approx ____ percentage of education was financed
- 3) If you have parts of the CPA or other professional exam accomplished, note this.
- 4) If you held a leadership role in your University or Community then note this but do it in a separate bottom section such as “Organizations and Community Involvement” or something along that line.
- 5) As you gain work experience you will want to move your education to the bottom section of your resume.

Your resume is yours, not mine or any other recruiters. People have many different opinions about resumes. The presentation I have provided to you seems to have worked well for my candidates, even non-financial ones. If you like it, use it, if you like some of it and some of another format use parts of both. Do not use colored paper. Do not list references on your resume. Do not list salary. Never exceed two pages.



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Your resume is your tool to present your qualifications in the best light possible, to a prospective employer, and hopefully get your foot in the door for an interview. Keep in mind you only have a few seconds (30) to get and keep the attention of the person reading your resume. It should not read like book.

If you would like to email your “final” version of your resume for review and any suggestions feel free to do so. I am happy to help! Email to Dianne Metcalf:

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