

Sample Resume

Sample Resume No. 1

John M. Jones

HOME ADDRESS:

4738 Spruce Street
Buffalo, NY 02387

TELEPHONE NUMBERS:

Home: 805-274-9169

Work: 805-789 3157

EMAIL ADDRESS: jjones@email.com

EXPERIENCE:

Mar 95-Apr 99, Accounting Specialist, Jones & Smith, Inc., Buffalo, NY

Williams Jenkins, Tel: 805-274-7619, Salary: \$28,597, Weekly Hrs Worked: 40

Served as an accounting specialist. Utilized automated accounting systems for data input and to obtain reports.

Maintained accounting ledgers and performed account reconciliation. Maintained status of funds. Performed account analysis and account research. Processed accounting transactions. Validated expenditure and collection transactions.

Handled customer inquiries, researched problems and developed solutions. Trained lower level accounting clerks.

Applied company internal controls requirements in performing accounting processes and procedures.

Jun 93- Feb 95, Payment Technician, Kodak Company, Rochester, NY

Jane Smith, Tel: 802-479-8235, Salary: \$24,637, Weekly Hrs Worked: 40

Worked as a payment technician. Reconciled and verified payment data from an automated disbursing system.

Produced payment vouchers. Administered company check stock and produced checks for employee travel payments and for payrolls. Compiled electronic fund transfer (EFT) information and processed payments. Performed reconciliation and balanced disbursement payments made with original data. Provided customer services and responded to customer inquiries from remote plants. Researched problems and processed corrected payments. Maintained records of payment information. Distributed payment documents.

SKILLS:

Automated Accounting Systems, Ledger Maintenance, Account Reconciliation, Account Analysis, Accounting Transaction Processing, Transaction Validation, Internal Controls, Provide Training, Disbursing, Payment Processing, Check Preparation, Electronic Fund Transfer Processing, Transaction Reconciliation, Customer Service, Problem Solution, Payment Records Maintenance

EDUCATION:

Glen Cove High School, Buffalo, NY, Diploma, 1983

BA, Finance, University of Buffalo, 1987

TRAINING:

Automated Financial Systems Certificate, Payment and Disbursing Transactions, Basic Electronic Fund Transfer Actions, Automated Accounting Systems

LICENSES AND CERTIFICATES:

None

HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS:

Performance Bonus, 1997

Outstanding Performance Certificate, 1995

ACCOUNTING COURSE LIST:

Accounting Principles I (3 semester hours), Accounting Principles II (3 semester hours), Business Law I (3 semester hours), Business Law II (3 semester hours), Principles of Income Tax Accounting (3 semester hours), Cost Accounting (3 semester hours), Managerial Accounting (3 semester hours), Accounting Microcomputer Applications (3 semester hours)
(24 semester hours, University of Buffalo)

Analysis, Sample Resume No. 1

Sample Resume No. 1 is that of a candidate who has submitted an application to be considered for the position of accounting technician, GS-525-7.

Note that this candidate's resume contained basic identification information, summaries of two key positions held, education, training, honors and awards information, and a complete listing of completed accounting courses, all in less than two typewritten pages.

Let's look at the major sections of the resume individually and in greater detail.

A. Experience:

Notice that concise manner in which the candidate described his experience. He cited only significant functions and primary knowledge and skills used in his work. In each job entry, he included only enough information to sufficiently outline the primary characteristics of the duties he was performing.

The candidate used straightforward, simple, declarative sentences in his resume narratives. Although he had held previous positions as a clerk in an office equipment firm and as a forklift operator in a warehousing operation, he did not include these jobs on his resume because they were of no value in supporting his qualifications for an accounting technician position.

B. Skills:

The "Skills" section of the resume format is designed to provide an opportunity to reinforce and restate the major skill elements already set forth in previous narrative entries in the Experience section. In this case, the candidate made perfect use of this opportunity by concisely *summarizing* and specifically *enumerating* the skill element concepts he felt were of primary importance among those described in Experience.

C. Education:

The entries are straightforward and contain all essential information.

D. Training:

His employers provided all of the training courses listed. There were others he could have included in his resume, but he chose to list only those that support and document the most important features of his working background. He DID NOT include the four-hour course in business writing he took in 1993, and he left out the eight-hour course in ethics he took in 1994.

E. Licenses and Certificates:

The candidate was not certified in any competency directly related to the accounting field, so he left this item empty. What might have been appropriate to place in this data item relative to the accounting occupation? If the candidate were a Certified Public Accountant (CPA), this information could have been recorded under Licenses and Certificates.

F. Honors, Awards, Special Accomplishments:

The two award entries in the candidate's resume were received while he was employed in positions in the accounting and disbursing fields. Both of these former positions were directly related to his qualifications for an accounting technician position. Therefore, it was entirely appropriate to cite award from these employment experiences. He also received a safety award while employed as a forklift operator, but did not include it on his resume because it would not enhance his qualifications or potential performance in an accounting technician position.

G. Accounting Course List:

The candidate did not have to list the accounting courses that he has taken in the past, but he did because they tend to further enhance the perception of his qualifications for an accounting technician position. Had he been applying for a professional accountant position, this list would have been vital to a determination of his qualifications since the possession of at least 24 semester hours of valid college level accounting courses is necessary in order to qualify for an accountant position.

Sample Resume No. 2

Sandy A. Right
HOME ADDRESS:
7113 Alpine Drive
Sioux Falls, SD 68612

TELEPHONE NUMBERS:
Home: 715-824-9438
Work: 715-839-5419

EMAIL ADDRESS: SARight@email.com

EXPERIENCE:

May 98- Present, Accountant 2, South Dakota State Department of Forestry, Transportation Equipment Division, 8652 Baker Rd., Sioux Falls, SD 68537, Harry Jones, 715-839-6017, Salary: \$2,296 PM, Weekly Hrs Worked: 40

Develop, implement, and maintain accounting systems and accounting operating procedures. Train and develop two subordinates in accounting methods and procedures in accordance with South Dakota Administrative Codes (SDAC) and Revised Code of South Dakota (RCSD). Reconcile, track and audit capital expenditures for light and heavy equipment. Analyze allocation and expenditure reports. Establish and maintain work orders. Prepare intra-departmental billings.

Oct 97-May 98, Accountant 1, South Dakota State Department of Forestry, Transportation Equipment Division, 8652 Baker Rd., Sioux Falls, SD 68537, Diana Smith, 715-839-9254, Salary: \$2,045PM, Weekly Hrs Worked: 40
Responsible for monitoring all region payrolls functions for approximately 400 employees per month. Reviewed, analyzed and interpreted labor, payroll and leave reports and initiated necessary action for compliance with SDAC and RCSD and other departmental directives. Prepared payment vouchers in the integrated accounting system against supporting documents. Provided guidance and training to current and new field office staff on proper methods and procedures for payroll.

Mar 93-Jan 94, Accounts Manager, Thompson and Rollins Accounting, Inc., 14452 NW 16th St., Pierre, SD 68415, Judy Green 715-741-3862, Salary: \$8.50 PH, Weekly Hrs Worked: 25
Managed patient accounts for 5 small practice dentists. Prepared bi-monthly payroll. Processed medical claims. Reconciled bank statements. Prepared profit/loss statements. Prepared and analyzed accounts receivable reports and recommended write-offs. Delphi and Lytec medical software, Quattropro spreadsheeting.

Oct 90-Jun 92, Staff Accountant, GS-11, Department of Labor, Portland Division, 497 Walnut, Portland, OR 97328, Richard Simmons 503-974-3847, Salary: \$27,961PA, Weekly Hrs Worked: 40
Coordinated and prepared internal reviews of appropriated and non-appropriated finance and accounting systems. Assisted comptroller internal review staff and external audit teams with on-site visits and reviews. Prepared responses to audit reports. Tested audit reports by analyzing random samples. Implemented new and revised standard operating procedures as directed by the finance and accounting officer. Identified and analyzed problems. Recommended solutions in accordance with OMB Circulars, Joint and Federal Travel Regulations, Department of

Labor (DOL) Regulations, Finance and Accounting Regulations (FAR), and generally accepted accounting principles. System used was Department of Labor Management Information System (DOLMIS).

Mar 89-Oct 90, Operating Accountant, GS-11, Department of Labor, Portland Division, 497 Walnut, Portland, OR 97328, James Simpson 503-974-4629, Salary: \$25,717PA, Weekly Hrs Worked: 40

Lead accountant, assistant supervisor. Trained four subordinates in accounting methods and procedures in accordance with OMB, FAR and DOL regulations. Initiated and delegated workload assignments to four accounting technicians. Prepared complex accounting reports Controlled obligations preventing over-obligating and over-expenditure of funds. Reconciled general ledger account balances. Prepared journal entries. Processed accounts receivable and payable.

SKILLS:

Supervisory Accounting, Staff Accountant, Operating Accountant, Automated Accounting Systems, Mainframe, Standard Operating Procedures, General Ledgers, Account Reconciliation, Ten Key, Microsoft Office, Windows NT

EDUCATION:

Wickcombe High School, Wickcombe, ND, Diploma, 1972

BS, Management, Lewis and Clark College, Portland, OR, 1986

TRAINING:

US Air Force Finance School, Introduction to Financial Management, one week, 1983

Managerial Accounting, Office of Personnel Management, Denver, CO, 3 days, 1991

LICENSES AND CERTIFICATES:

HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS:

Dean's List, Lewis and Clark College, 1985, 1986

Sustained Superior Performance Award, 1992

On-the-Spot Award, 1993

Valedictorian, Wickcombe High School, 1972

ACCOUNTING COURSE LIST:

Principles of Accounting I (3 semester hours), Principles of Accounting II (3 semester hours), Business Law I (3 semester hours), Business Law II (3 semester hours), Principles of Taxation (3 semester hours), Cost Accounting (3 semester hours), Auditing, Managerial Accounting (3 semester hours), Accounting Microcomputer Applications (3 semester hours), 24 Semester Hours, Lewis and Clark College, Portland, OR

Analysis, Sample Resume No. 2

Sample Resume No. 2 is that of a candidate who has submitted an application to be considered for the position of accountant, GS-510-11.

On the positive side, the candidate is to be commended for keeping the entire resume within a reasonable length, approximately two typewritten pages. Even so, there is room for improvement in this resume in several technical areas. We will look at possible corrective actions later on in this analysis.

Let's look at the major sections of this resume individually and in greater detail.

A. Experience:

The candidate was generally concise and to the point in describing her past working experience. She did include specific references to five previous positions held, normally too many such references, but she kept them brief. The experience she gained working for Thompson and Rollins was the least relevant of all of

her prior job experience entries, and it could easily have been left off of the resume with no serious implications for either qualifications or rating purposes. There is also some duplication of skill descriptions in the resume narratives. For example, the candidate addresses her experience in training subordinates in two different work experience entries. One reference would have been sufficient. She also points out her experience in following South Dakota administrative regulations and the South Dakota revised code at least twice. There is rarely, if ever, any benefit to the repetitious inclusion of similar work experience entries in more than one descriptive narrative. In this case, it is also important to note that her reference to South Dakota administrative requirements and codes could have been better written. The fact that she dealt specifically with *South Dakota* administrative directives, regulations and laws and her specific use of the acronyms *SDAC* and *RCSD* is immaterial and in no way enhances her application. It does take unnecessary space in her resume. She would have been better served to simply state that she was required to apply directives, regulations and laws in completing her work. Her use of the indicators Accountant 1, Accountant 2, and GS-11 in describing the levels at which she worked in prior state and Federal positions is helpful. It assists personnel staffing specialists in evaluating the *quality* of her experience relative to the position for which she is seeking consideration. The candidate uses adjectives such as complex, necessary, new and revised in telling about portions of her prior work experience. These could have and should have been eliminated.

B. Skills:

The candidate did an excellent job of using the Skills section to restate and reinforce skills previously described in the narrative portions of the resume. Her concise summarization of only the major skills in her background is to be commended.

C. Education:

The candidate has provided only relevant information and has included all of the data items required to properly and accurately evaluate her educational background.

D. Training:

The training listed on the resume is relevant and appropriate.

E. Licenses and Certificates:

Absent any significant information to relate it was appropriate to leave this item blank.

F. Honors, Awards, Special Accomplishments:

The candidate's inclusion of her Dean's List accomplishment and of her designation as high school valedictorian are "nice to have" items, but serve no legitimate purpose in terms of supporting her qualifications for an accountant position or in raising her probable rating. These items should have been left off of the resume.

G. Accounting Course List:

The candidate has taken proper care to list enough valid and recognized college level accounting courses to insure that her possession of at least 24 creditable semester hours of accounting courses has been adequately demonstrated. This is important because an assessment of academic accounting background is a key factor in determining the qualifications of candidates for professional accountant positions.