

10 Keys to a Great Resume

- 1) NEVER lie on your resume.
- 2) Keep your resume to two pages or less. Jobs you held more than 15 years ago may be listed briefly under “Other Work Experience” to help save space.
- 3) Give the hiring manager a way to contact you. Insert your e-mail address and/or phone number at the top of the resume.
- 4) Utilize bullet points, not paragraphs. The reader won’t take time to read entire paragraphs. Bullet points should be no longer than two lines.
- 5) Under each job, include bullet points that will be impactful. The bullet should demonstrate a value, benefit or result. Limit to five or six bullets for most recent job and scale back to two or three for older position(s).
- 6) Formatting is important. Employers must make quick judgments when reviewing resumes. Important work experience, skills and education should stand out. Bold company names and job titles, then right justify and bold dates worked. For example:

ABC Company, Dallas TX
Controller

Oct 2004-Present

- 7) It is helpful to include a one-line description about the employer under the company name (industry and brief business description, size of revenues, location). Example: *\$40 million custom manufacturer of burner management systems, burners, and igniters for boiler applications. Company is a subsidiary of ABC Holdings PLC, a \$3 billion holding company located in Bermuda.*
- 8) Insert credentials such as CPA or MBA next to your name at the top of the first page.
- 9) Employers search resumes for keywords that fit their open position. Analyze ads and job descriptions to identify keywords and incorporate them into your resume. Use bold/underline to draw the reader’s attention to such words. (Note: Be careful not to overuse bold/underline.) List keywords that demonstrate your value and skills at the top of page 1. They serve as a “Table of Contents.” Example:

SUMMARY OF QUALIFICATIONS

- | | |
|--|---|
| <input type="checkbox"/> Controller | <input type="checkbox"/> Big 4 CPA – Audit |
| <input type="checkbox"/> Billing Operations | <input type="checkbox"/> Internal Audit |
| <input type="checkbox"/> Corporate Reporting & Systems | <input type="checkbox"/> Financial Analysis – Strong Excel/Access |
| <input type="checkbox"/> Leadership & Teamwork Skills | <input type="checkbox"/> SOX Experience |
| <input type="checkbox"/> Process Improvement | <input type="checkbox"/> Staff Development & Supervision |

- 10) Re-read your resume for errors, and have someone else proofread it. Type-o’s never impress the hiring manager.