

On-Site Financial Presents:

Finance Resume Essentials - With Sample Finance Resume

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1.

Use Statements Of Achievement

Employers want to know what you've completed, but they are also concerned with what you can achieve. Use active language that demonstrates your successes, while also giving the reader information on the role you played in the company. For example, use "Decreased administrative costs 25% by implementing and managing new accounts payable procedures" instead of "Improved accounts payable procedures."

Additional examples of statements of achievement are as follows:

- Saved company \$500,000 in two years by researching, identifying and executing cost-saving alternatives on lease space and technology equipment
- Created and analyzed sales team financial reports to make information more accessible and user-friendly, leading to an average increase of 12% in sales volume.
- Researched, installed, and customized accounting systems and control procedures for improved efficiency.
- Renegotiated bank lines of credit to reduce rates, therefore improving cash management.
- Directed sales force of four, and operational support staff of 15 people. 92% retention rate during 3 years in position.

2.

Edit And Customize

Once you've finished editing your resume to perfectly describe your skill set and previous successes – you've got one more step before you send it out. Review the job description of the position that you're applying for. What skills can you expand on that apply to this position? Ideally, you'll be submitting a different version of the same resume with each job that you apply for. This demonstrates your attention to detail and also makes the position and you appear to be a classic fit.

Keep in mind...

...that customizing your resume to fit with the job description does not mean copying the job description and pasting it into your resume. However, it does mean highlighting your skills that are of particular interest to the employer because they are specific requirements of the job. This way, you ensure that the employer is getting enough information on the applicable skills pertinent to the open position. Hiring managers are looking for specifics on how your experience and personality fits their needs.

3.

Keep It Simple

...with fonts

With the ever increasing use of scanning software to read resumes; adding graphics, fancy fonts, and complex formatting is not a good idea. Use formatting that is simple to understand and can be easily skimmed by the reader. Also, make sure you use fonts no smaller than 10pt – anything else can be difficult for some to read.

...with language

In addition to simple formatting, avoid using corporate jargon, uncommon acronyms and buzzwords. These can be meaningless to future employers if they don't know what they stand for, or can even be seen as pretentious.

...with graphics

If you want your resume to stand out among the others, do so with a clear, simple, well-written, error-free document. Graphics are risky with electronic resumes because they often do not convert correctly in the recipients email program, or they take up too much file space, which can be a nuisance to someone receiving 50 resumes a day. Unless you're an accountant trying to get a graphic design job, simple text is best. We've yet to hear an employer say that they've hired someone because their finance resume was creative and had a nice graphic.

4.

Don't Date Yourself

It's not necessary to include your high school life guarding position or your summer job painting houses on your resume. While you should be honest about your work history, focus on detailing information that is specific to the job that you are applying.

Include only detailed relevant job information from the last 10-15 years, unless it is highly relevant to the position you're applying for [For example, in the accounting industry, large firm experience is valuable no matter when you worked]. Including information more than 10-15 years back can make your resume too lengthy. Most likely the last 10 years of your career are the periods of most responsibility and complex work - stay focused on these.

On this same note, be sure to include employment dates of all the positions listed on your resume. If you don't include this information, it appears as though you're hiding something. Reverse chronological order is best.

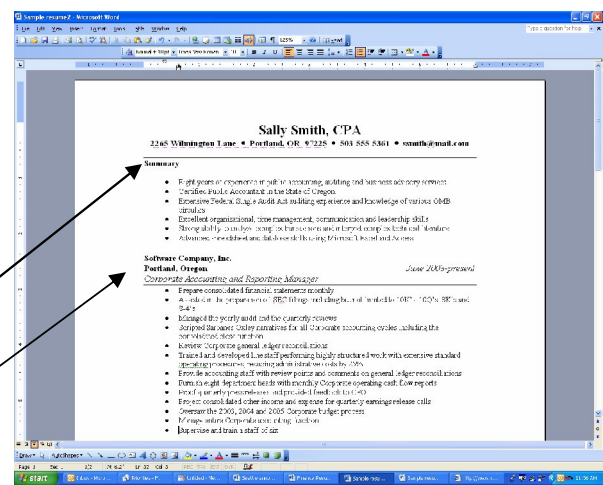
5.

Above The Fold

Hook the reader into viewing your resume by including the most important information at the top or beginning of the page. In the newspaper business, a common term used is "above the fold." For newspapers, this involves putting the most newsworthy information in a location on the page in which the information is easily noticed.

For your resume this means including relevant work experience and information where it can be viewed on the page without having to scroll down. Don't bury a successful accomplishment at the bottom of your resume where the viewer may never see it. Many resumes use a section titled "Summary" in which skills and successes from multiple positions can be highlighted.

Summary and most recent history is easy to read at the top of the page. No scrolling is necessary.



6.

Gone In 15 Seconds

Make your resume easy to scan by human eyes. Most resumes get an average of about 15 seconds of attention. So you have about 15 seconds for a reader to decide whether or not you are a qualified candidate. It's important to highlight your skills - use headings to separate different jobs, use simple bulleted lists, and avoid long or run-on sentences.

Here are the essentials to include, so that your resume can be easily scanned.

Contact information: Make it easy to read, and comprehensive. Include address, email, home phone and cell phone.

Summary of Skills: Make this a bulleted list for easy scanning.

Work History and Successes: List these in reverse chronological order. Be sure to expand on the positions which are most pertinent to the job you're applying for. Older positions receive less emphasis in most cases.

Education/Training: Include any relevant seminars, certifications, or courses taken.

References: Unless references are specifically asked for, using "Available Upon Request" is fine.

7.

Length.

Do not exceed two pages in length. Period.

8.

The Perfect Accompaniment

Without a good cover letter, your resume may not even be noticed. Make sure your cover letter focuses on how your skills match the qualifications and experiences required for the position and provide concrete examples. Don't wax on about how excited you were to hear about the position, or how this will be a great career move for you. Show your enthusiasm in ways that demonstrate what skills and talents you will bring to the position.

Use words and phrases such as:

- "...good match for my qualifications."
- "your company/customers/clients will benefit from my experience in ____, where I [insert specific experience] ..."
- "as my resume notes, I have experience as a ____, which is a natural fit for the position you described."
- "I have a keen interest in working for ____, because..."
- "Sally Smith told me about the open position at Acme, LLP."

- "I am looking for the opportunity to..."
- Use the recipient's name and title when possible.

And don't forget, no matter how well you think you write, have your cover letter and resume proofed by another qualified person.

9.

Your Resume Is Your Advertisement

An advertisement sells you on a particular product. In this case, you're trying to sell the reader on you in order to win an interview. Do more than just tell the reader what you've done. Similar to product advertising, be explicit about ways the reader will benefit from hiring you. Your resume is the first impression the company has of you, make it count.

Specifically...

1. When you see a typo in an advertisement, what does that make you think of the company? Certainly, mistakes give a negative first impression, not to mention, they are an instant sign that your attention to detail could be lacking. Keep your resume perfectly edited, cleanly formatted, and easy to read.
2. Be honest. We all know that too-good-to-be-true advertisements make the reader skeptical. Keep your resume complete with all relevant work history, truthful titles, and accurate job responsibilities. During an interview and/or reference checks, the truth is likely to be revealed in any case. An accurate portrayal of your work history only solidifies your character and skills.
3. Forget about functional (i.e. non-chronological) resumes. Employers believe you have something to hide. Use reverse chronological order to detail your work history.

10.

On-Site Financial, Inc.

On-Site Financial, Inc. Provides Accounting Job Search, Finance Job Search & Executive Search Expertise For Portland OR, Seattle WA, & Vancouver WA:

For Accounting & Finance Job Candidates - Building great accounting departments starts with great professionals. With more job opportunities, resources, market tips, and connections, we will help you manage your career and find the right opportunity.

- [Find Out More About On-Site Accounting & Finance Job Recruiters Here](#)
- [Find More On-Site Financial Accounting & Finance Career Advice Articles Here](#)
- [Find The On-Site Financial Accounting & Finance Jobs Database Here](#)
- [e-mail Your Financial And/Or Accounting Career Resume Here](#)

Contact Hank Heath at 503-224-0797 x105 - hheath@onsitefinancial.com

11 • Appendix: Sample Finance Resume

Sally Smith, CPA
 2265 Wilmington Lane • Portland, OR 97225 • 503-555-5361 • ssmith@mail.com

Summary of Skill

- Eight years of auditing, auditing and business advisory services
- Certified Public Accountant in the State of Oregon.
- Extensive Federal Single Audit Act auditing experience and knowledge of various OAC rules
- Excellent organizational, time management, communication and leadership skills
- Strong ability to analyze complex transactions and interpret complex technical literature
- Advanced spreadsheet and database skills using Microsoft Excel and Access

Software Company, Inc.
 Portland, Oregon
Corporate Accounting and Reporting Manager
 June 2003-present

- Prepare consolidated financial statements monthly
- Assisted in the preparation of SEC filings including but not limited to 10K's, 10Q's, 8K's and S-4's
- Conducted the yearly audit and the quarterly reviews
- Prepared financial statements and Oxley narratives for all Corporate accounting cycles including the consolidated close
- Review Corporate general ledgers reconciliations
- Trained and developed line staff performing highly structured work with extensive standard operating procedures, reducing administrative costs by 25%
- Provide accounting staff with review points and comments on general ledger
- Furnish eight department heads with monthly Corporate operating cash flow
- Proof quarterly press releases and provided feedback to CFO
- Project consolidated other income and expense for quarterly earnings releases
- Oversaw the 2003, 2004 and 2005 Corporate budget process
- Manage entire Corporate accounting function
- Supervise and train a staff of six

Smith, Thomas, Wilson, LLP
 Portland, Oregon
Audit Manager

- Managed all facets of corporate, pension, not-for-profit and municipal audit and review engagements
- Prepared and reviewed audit proposals for potential audit clients
- Conducted various training classes for firm and provided on-the-job training to staff
- Responsible for identifying staffing needs, recruiting and hiring audit personnel
- Implemented the use of paperless audit software and data extraction software

January 2001 – June 2003

United Property Managers
 Portland, Oregon
Senior Accountant

- Analyze property financial information and identify necessary adjustments to companies outside property managers.
- Prepare financial statements and property data required for accounting period close
- Coordinated year-end review for independent auditors.
- Assist in the preparation and validation of property budgets and calculate monthly deficits.

October 1997 to present

Education / Certifications
 University of Oregon, Eugene, Oregon. Bachelors in Business Administration
 Certified Public Accountant, Oregon.

