

Resume Guidelines

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 Smeal Career Connections

Build Your Resume

The main goal of a resume is to concisely describe how your experiences and education are relevant to the position for which you are applying. Proper formatting is important to ensure that a recruiter can pick out your most relevant accomplishments. Refer to the sample resume on the back to see examples of the information provided below.

1 Include your GPA.

Recruiters consider GPA an important factor when evaluating candidates. Including your cumulative average is necessary. If your average is below 3.0, consider including your major GPA. You can calculate your major GPA in LionPATH, or consult with an academic adviser for help.

2 List experiences in terms of “power.”

Experiences do not need to be listed in chronological order (most recent to oldest). Instead, think about which experiences you most want to feature because they are either the most relevant, or where you had the most success or biggest contribution. Discuss accomplishments instead of listing job duties. Use industry-specific keywords and quantify your accomplishments. You may not have managed people in your internship, but focus on where you have managed processes, worked in teams, led projects, or improved systems.

3 List leadership positions/activities.

The two most desired skills ranked by recruiters are teamwork and communication (written and verbal), however, the job description may alert you to other required skills. Describe your skills in the same detail as you would in the relevant experience section, noting your accomplishments.

4 List skills such as computer software knowledge that are relevant to the position.

Simply stating that you are proficient in Microsoft Excel could be misleading to the recruiter. Be sure to explain how you have used the skills through an activity, a project, or if you completed coursework focusing on a specific program. If possible, it is better to incorporate skills info specific bullet points versus listing them in a Skills section.

5 Note major-specific requirements.

Be sure to list any exams you've taken, particularly for the Risk Management-Actuarial Science option. Be sure to list academic options within major, such as the Organizational Leadership concentration in Management, for example.

If you are majoring in accounting, be sure to accurately list how you intend to complete 150 credits if you plan to obtain your CPA. Listing the appropriate Master of Accounting (MAcc) option (one-year or integrated), or that you intend to complete 150 credits by graduation is important to the firms.

Resume Tips

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

- Never embellish experiences or your GPA—recruiters do typically ask for your unofficial transcript
- 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 read
- DO NOT use a resume template; they are challenging to edit and employers don't like them

Resources

The following are helpful resources for Smeal students:

**Career & Corporate Connections:
How to Schedule an Appointment**
careerconnections.smeal.psu.edu

Career & Corporate Connections: Resources
careerconnections.smeal.psu.edu/resources

Penn State Career Services
studentaffairs.psu.edu/career/cic



SCHOOL ADDRESS:
100 School Blvd Apt 4
State College, PA 16803

First and Last Name

(or preferred name)
Email Address | Phone

PERMANENT ADDRESS:
RR1 Box 1234
Friendsville, PA 5555

EDUCATION

The Pennsylvania State University, Smeal College of Business
Master of Accounting (MAcc), Bachelor of Science in Accounting
Minor in Economics

University Park, PA
Date of Graduation: May XXXX
Cumulative GPA: 3.53
Dean's List: 3/5 semesters

The Institute at Palazzo Rucellai
Art History and Italian Culture (9 credits)

Florence, Italy
Summer XXXX

RELEVANT EXPERIENCE

Reznick Group

Audit Intern

New York, NY
May-August XXXX

- Conducted annual audits and reconciliation activities for 8 commercial 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
- Streamlined audit processes for real estate clients as part of a team of 4; resulted in \$1M in annualized savings
- Communicated directly with clients regarding missing details of financial statements to update and record data accurately

Penn State Volunteer Income Tax Assistance (VITA)

Tax Preparer, Member

University Park, PA
September XXXX–Present

- Complete weekly trainings to understand income tax laws and preparation procedures; passed examination to assist low-income earners file federal income tax forms
- Meet with approximately 12 clients each week to accurately and efficiently file federal income taxes
- Engage in conversations with members surrounding best practices and ethical behavior in the accounting industry

Penn State Smeal College of Business

Accounting Department Tutor

University Park, PA
September XXXX–Present

- Tutor approximately 6 students weekly in accounting skills in 2 upper-level accounting courses

Accounting Proctor

January XXXX–May XXXX

- Proctored exams for approximately 5 hours/week for 200 students; ensured academic integrity standards and Smeal's Honor Code were upheld by collaborating with professors to resolve academic integrity issues

Work Study

January XXXX–May XXXX

- Prepared Excel spreadsheets for online research for 9 professors and 3 graduate students

LEADERSHIP EXPERIENCE

Women in Business

Community Service and Social Committee

University Park, PA
September XXXX–Present

- Provide insight and planning in a group setting for organization's Penn State Dance Marathon's (THON) Events Committee
- Contributed to organization's fundraising total of \$51,000 to benefit THON
- Design and distribute print and electronic marketing materials for Powerful Women Paving the Way Conference xxxx in conjunction with team of 4 to attract 180+ student, faculty, staff, and non-Penn State attendees

Top Five Most Active Member, Fall xxxx

- Discuss personal and professional issues relevant to women in the corporate world at weekly meetings

Penn State IFC/Panhellenic Dance Marathon (THON)

Entertainment Captain – Family Relations Liaison

University Park, PA
September XXXX–February XXXX

- Served as interface between THON families and entertainment committee to create new themes and programs for world's largest student-run philanthropy in the fight against pediatric cancer
- Collaborated with 23 students to plan and manage 3 family relations events, including a carnival

PwC Case Competition

2nd Place Team Member

University Park, PA
November XXXX

- Connected with team of 4 across 3 majors to analyze accounting situation and prepare strategic recommendation and financial reports

ADDITIONAL EXPERIENCE/ACTIVITIES

United Way, Volunteer

May XXX – Present

Penn State Ultimate Frisbee, Participant

August xxxx - Present

Friendsville Community Pool, Lifeguard (CPR Certified)

May xxxx - Present

HONORS/SKILLS/INTERESTS

Penn State Alumni Trustee Scholarship Recipient, year XXXX

Conversational in Mandarin Chinese

Skills: Advanced in Adobe Photoshop, Intermediate in Microsoft Excel, and Basic with Microsoft Access

Interests include: painting, traveling, and hiking

Skills and Industry Specific Language

It is very important to use industry-specific language on your resume. If you are applying for a particular position, it is recommended that you review each job posting to identify key language to highlight in your resume.