



A typical, boring resume lists the duties performed in each job. It's hard for the reader to engage, as they already know what a Senior Accountant does—journal entries, account recs, month end. An interesting resume tells what YOU did in that job—created recurring journal entries, used PivotTables to streamline account recs and completed month end half a day early.

A format that works well is what I call Summary and Accomplishments. Write a sentence or two describing what you did in the job. Pretend you're answering the question at a cocktail party "What do you do?" Follow this summary with your accomplishments:

Writing a resume can be challenging. It's hard to describe all of the facets of our work and still be concise.

**Finance Manager - ABC Company**

**2019-2020**

Supported Business Unit and Corporate Finance with strategic planning, actionable reporting and many ad-hoc projects

- Created Power BI models—drillable overviews for Executives and BU Leaders—of daily orders and margin by channel, product group, and geography
- Redesigned Asia and Australia P&L's and Business Intelligence reporting and trained finance managers to maximize Business Intelligence systems
- Developed historical overview statistics for Chief Operating Officer, clear P&L's and examples for shareholders and a new ROIC graph for the BOD

One thing that might work is to brainstorm by imagining yourself at that job. What did you enjoy? What did you receive recognition for?

Another idea is to have a friend, spouse or former co-worker interview you. "Why were you successful?" "What were your favorite parts of the job?" "What do you wish you could do again?"

Or maybe you're inspired by reading job postings. What about that dream job inspires you?

What parts of it did you do in your last job?

Take some time to figure out what story you want to tell. What do you want to do next and how can you show that you've already knocked it out of the park?

**Creating a profile presents your background in a clear, easy-to-read format.**

Whether you use a resume format or a profile format is up to

you. Many consultants choose to use a profile for consistency. Most of the agencies in town use a similar format and simply change the logo. Download the attached resume template and customize it with your experiences and successes. There are sample words and phrases to spark your creativity.

Below is sample language describing what professionals do and how they do it. We've also included some helpful industry standard lists. Copy and paste any and all that might help you.

**Professional Summaries**

- Results oriented
- A successful communicator
- Extremely effective in working across functions
- Possesses strong analytical skills
- Organizational and workflow management skills
- Highly efficient, extremely effective
- Analytically strong, with a clear sense of key business issues and goals
- Strong combination of business, operational, and technical skills
- Started career in public accounting and has experience in a variety of industries

Over \_\_\_\_ years of accounting and finance experience in a diverse mix of industry and public accounting settings.

Consistently works well with individuals at all levels of the organization, from line staff to senior management and board of directors.

A stellar history of smart decisions, complex thinking, and creative problem solving.

Successful in not only envisioning the solution but in building it as well.

A proactive individual who understands business issues and can quickly assess business

needs and offer creative solutions to improve business processes.

A results-oriented individual who excels in complex work environments, as a team member and individually.

Comfortable working with and understanding the details but can synthesize and present level-appropriate messaging.

Enjoys moving into new positions and developing tools, processes and relationships required to achieve desired goals.

Proven problem identification skills with the ability to find creative solutions.

Excellent at creating custom applications and technologies used to gather, analyze, and report data and information.

Proven experience building tools that greatly improves the productivity and efficiency of the Accounting/Finance department.

Focus on creating processes that allow companies to better utilize their data thus turning raw data into actionable management information.

**Skills List**

- Account Reconciliations
- Accounting Operations (Fixed assets, G/L)
- Accounts Receivable
- Agile Project Management
- Audit and Internal Control Functions
- Budget Preparation
- Business Analyst
- Business Intelligence
- Capital Expenditure Analysis & Budgeting
- Capital Planning
- Cash Management/Forecasting
- Commission Systems
- Company Carve Outs
- Complex Account Reconciliations
- Controllership
- Cost Accounting
- Customer Profitability
- Dashboards
- Data Analysis
- Data Mining
- Data Modeling
- Data Warehousing
- ERP Implementation
- Excel Modeling
- Executive Dashboards
- External Audit
- Federal and State Tax Compliance
- Financial Analysis
- Financial Modeling
- Financial Planning & Analysis
- Financial Planning & Forecasting
- Financial Reporting
- Fixed Asset Accounting
- Forecasting
- GAAP
- General Accounting
- Internal Audit

**(Skills List Continued)**

- Internal Controls
- Internal/External Audit Liaison
- International Accounting Standards
- Inventory Accounting
- KPI Analysis and Dashboarding
- KPI Modeling
- Lease Accounting
- Management Reporting
- Managerial Accounting
- Managing Remote Teams
- Mergers and Acquisitions
- Month-End Close
- P&L Management
- Policies and Procedures
- Price, Volume, Mix Analysis
- Pricing
- Pricing Models
- Process Documentation
- Process Improvement
- Process improvement, automation and efficiency
- Project Management
- Regulatory Compliance
- Regulatory Reporting
- Sarbanes-Oxley
- Software Conversion Support
- SOX Compliance
- Staff Management and Coaching
- Statutory Reporting
- Strategic Analysis
- Strategic Planning
- System Conversions
- Variance Analysis
- Accounts Payable
- Payroll
- Shared Services

**Industries List**

- Advertising/Marketing
- Construction
- Consumer Products
- Defense
- eCommerce
- E-Learning
- Engineering
- Entertainment/Food and Beverage
- Financial Services
- Healthcare
- Insurance
- Investment Accounting
- Legal
- Manufacturing
- Medical Device
- Non-Profit
- Printing
- Public Accounting
- Publishing
- Real Estate
- Retail
- SAAS
- Services
- Small Business
- Technology
- Wholesale

**Software List**

- Advanced Excel
- Blackline
- Cognos
- Epicor
- Excel , Word and Power Point
- Google Analytics
- HTML
- Hyperion Essbase
- Hyperion Planning
- JD Edwards
- JIRA
- Microsoft Dynamics AX
- Excel
- PowerPoint
- Word
- Access
- Oracle
- Oracle Business Intelligence
- Peachtree
- PeopleSoft
- Power BI
- PowerPivot
- PowerQuery
- QuickBooks
- Salesforce
- SAP
- SAP Business Intelligence
- SQL
- SQL Server
- VBA
- Workday