SCOUTS TALENT

RESUME TIPS FOR CONSULTANTS

Your resume is your marketing tool. As a consultant, it should show that you deliver results quickly, adapt to new environments, and leave lasting impact.

QUICK TIPS

- **Lead with impact:** Start each bullet point with an action verb.
- **Show results, not just tasks:** Highlight outcomes (time saved, processes improved, costs reduced).
- **Tailor your resume:** Focus on project-based achievements relevant to the client.
- **Keep it concise:** 1–2 pages max, with clear formatting.
- **Consulting focus:** Emphasize adaptability, problem-solving, and ability to integrate into new teams.

STRONG ACTION VERBS FOR CONSULTANTS

Use these to start bullet points and emphasize achievements:

LEADERSHIP & STRATEGY

- Directed, Spearheaded, Coordinated, Facilitated, Championed

PROCESS IMPROVEMENT

- Streamlined, Optimized, Standardized, Enhanced, Simplified

IMPLEMENTATION & SYSTEMS

- Configured, Migrated, Integrated, Deployed, Automated

ANALYSIS & PROBLEM SOLVING

- Analyzed, Diagnosed, Assessed, Identified, Resolved

COLLABORATION & INFLUENCE

- Partnered, Advised, Guided, Engaged, Supported

RESULTS & OUTCOMES

- Delivered, Achieved, Improved, Reduced, Increased

TIP

Pair action verbs with measurable results.

Example: *"Streamlined AP process, reducing month-end close from 10 days to 6."*

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SHOW WHAT YOU DID, NOT JUST THE JOB

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.

Use the Summary + Accomplishments Format

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.

EXAMPLE

Finance Manager - ABC Company 2024-2025

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

STUCK? WAYS TO BRAINSTORM YOUR WINS

Writing a resume is super hard. None of us likes to talk about what we do well.

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?*

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EXAMPLE: AN ACTION-ORIENTED RESUME

This sample shows the Summary + Accomplishments format in action. The person and companies are fictional.

JORDAN ELLIS, CPA

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SUMMARY

Senior accounting consultant with 12 years of experience leading month-end close, ERP implementations, and process improvement for mid-sized and Fortune 500 companies. Known for stepping into complex environments, stabilizing operations quickly, and leaving teams with stronger processes and cleaner data.

CORE SKILLS

Month-End Close · Account Reconciliations · GAAP · SOX Compliance · ERP Implementation (NetSuite, SAP) · Financial Reporting · Process Improvement · Advanced Excel & Power BI

PROFESSIONAL EXPERIENCE

Senior Accounting Consultant | Independent Consultant | 2021 – Present

Lead interim and project-based accounting engagements for clients in manufacturing, healthcare, and financial services.

- Reduced month-end close from 10 days to 5 for a $400M manufacturer by redesigning the close calendar and automating 30+ recurring journal entries
- Led a NetSuite implementation for a six-entity healthcare group, delivering on time and 8% under budget
- Reconciled 18 months of backlogged balance sheet accounts ahead of audit, resolving $2.1M in variances

Accounting Manager | Regional Health System | 2017 – 2021

Managed a six-person team responsible for general ledger, AP, and financial reporting for a $650M nonprofit health system.

- Redesigned the AP approval workflow, shortening invoice processing time by 40%
- Delivered two consecutive clean audits with zero material weaknesses
- Standardized reconciliation templates across 12 departments, improving review time and accuracy
- Coached and promoted two staff accountants into senior roles

Senior Accountant | Mid-Size Manufacturing Company | 2014 – 2017

- Automated fixed asset tracking in Excel, eliminating 15 hours of manual work per month
- Documented and tested 40+ key SOX controls with no audit findings

EDUCATION & CERTIFICATIONS

Certified Public Accountant (CPA) · B.S. in Accounting, State University

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PROFESSIONAL SUMMARY PHRASES

Use these lists to jog your memory and customize your resume.

- 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.

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SKILLS KEYWORDS

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

INDUSTRY KEYWORDS

- Advertising/Marketing
- Construction
- Consumer Products
- Defense
- eCommerce
- E-Learning
- Engineering
- Entertainment/Food & 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

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SOFTWARE & SYSTEMS

- 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
- Power Query
- QuickBooks
- Sales Force
- SAP
- SAP Business Intelligence
- SQL
- SQL Server
- VBA
- Workday