



EXPLORE
EXPERIENCE
EXECUTE

CAREER

Quick Tips Resume

GETTING STARTED – KNOW YOURSELF:

Make notes about your skills, strengths, accomplishments, education and experience. Include applicable transferrable skills:

- Communication Skills
- Problem Solving / Analytical Skills
- Management / Leadership / Organizational Skills
- Academic Knowledge / Technical Skills

CONSIDER YOUR TARGET MARKET

- What need is the employer trying to meet?
- What are the qualifications for the job?
- What skills would you use?
- What key words are used in the job announcement?

FILL IN THE BLANKS

Most resumes should include the following information:

- Header – Name, address, phone, email
- Qualifications – Highlight your objective, skills and qualification
- Education – Degree earned, expected graduation date, course and project highlights. GPA is needed for some majors. Check Optimal resume samples or ask a career counselor
- Experience – Related paid and unpaid experience. Describe both duties and accomplishments
- Leadership – Membership in academic, professional or community organizations
- Professional Development – Attendance or presentations at conferences and trainings
- Community engagement – Volunteerism, including dates
- Award, recognitions, honors, scholarship – anything for which you've been recognized\

PAGE FORMATTING TIPS

An employer's first look will usually be very quick. Make your resume easy to skim by using:

- Bulleted phrases to describe your accomplishments and experience
- Some white space along with text for margins and spacing
- Bold font used sparingly – for your name, job titles, degrees, headings
- Readable standard font: 10 to 12 point size for the body of the resume, 14 to 16 point for your name
- Concrete accomplishments and qualifications
- Quality print on white or very pale bond for resumes you hand employers at interviews and job fairs
- Save in a format any computer can open: .doc, .docx, .rtf

GET FEEDBACK

- Find resume samples and get formatting tips in the JobLink Documents Library
- Bring your resume to walk-in hours to be reviewed
- Call Career Services to set an appointment with a career counselor to talk about your job search

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METROPOLITAN
STATE UNIVERSITY™
OF DENVER
Office of Career Services

OBJECTIVE - Accounting internship with Hein and Associates

EDUCATION

Bachelor of Science in Accounting, METROPOLITAN STATE UNIVERSITY OF DENVER, 3.4/3.8
GPA Minor in Native-American Studies Anticipated Graduation: December
2018

Related courses: Intermediate Accounting II, Cost accounting, Auditing, Income Tax Accounting II

Related Skills: Budget reporting, Tax accounting, Cost Analysis, Clerical Skills, Customer Service, QuickBooks, Microsoft Office

EXPERIENCE

Accounting Assistant Intern | METRO VOLUNTEERS, Denver, CO 2017 – present

- Process and balance accounts; reconcile bank statements
- Maintain financial records for a non-profit; A/P and A/R
- Prepare monthly and quarterly financial statements for managers to track receipts and spending
- Create and implement new documents to improve efficiency account balancing

Customer Account Representative | FOYB FINANCIAL SERVICES, Denver, CO 2015– present

- Process disputes of payments and charges on accounts
- Educate customers by explaining debits and credits to their account to increase customer knowledge and satisfaction
- Retain customers wishing to discontinue service by determining and fulfilling individual customer needs
- Implemented new software program which substantially increased department productivity while reducing errors by 15%
- Delivered excellent customer service on a consistent basis

Price Accuracy Team | TARGET, Lakewood, CO 2013 –2015

- Processed price changes on the sales floor and in the stockroom
- Ensured that our guests experienced accurate pricing and a clean and inviting sales floor

VOLUNTEER EXPERIENCE

Accounting Honor Society | METROPOLITAN STATE UNIVERSITY OF DENVER 2013 to Present

▪ Participate in the *Volunteer Income Tax Assistance* program, benefiting low income individuals
Provide weekly tutoring session for students needing assistance with accounting course

- Coach, Girls Softball | YWCA OF DENVER 2011 to present
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