

Tips for Accounting Resume

Common Key Skills and Action Verbs for Accounting Resumes

Many companies and organizations employ the use of applicant tracking systems, or ATS—software products that pre-screen resumes, using keywords and phrases to determine the best candidates for a job opening. Using the right keywords can improve the likelihood of making it through to a hiring manager. The specific keywords in use will vary from one industry and job posting to another, but these skills and terms can apply to a wide variety of accounting jobs.

Key Skills & Proficiencies	Action Verbs
<ul style="list-style-type: none">• Complex Problem-Solving• Data Analysis• Mathematics• Spreadsheets• Team Collaboration• Time Management	<ul style="list-style-type: none">• Analyze• Distribute• Estimate• Examine• Forecast• Invoice• Manage• Organize• Prepare• Reconcile• Report• Schedule• Verify

Tips for Writing a Better Account Resume

Highlight any accounting certifications

When applying for an accounting job, it's a good idea to list any certifications you have, including your CPA. You may also want to consider adding the year you earned the certification, especially if you must renew it periodically.

Leave off any certifications that aren't relevant to your job search. For example, if you took classes to become a real estate agent and hold a realtor's license, you wouldn't need to list this on an application for a CPA role.

Keep a clean, simple format

For accounting professionals, a conservative resume format is usually best. Try using a traditional serif font like Century or Cambria for your body text and a clean sans serif font like Calibri for your subject headings. Use color sparingly, if at all. Avoid fancier Microsoft Word format options like WordArt, Tables, and Text Boxes (which can muck up [ATS](#) anyway).

This conservative approach is well-suited to your field, but it's also often the best way to display your various career information. As Leonardo da Vinci once said, "Simplicity is the ultimate sophistication."

How to Align Your Resume With the Job Description

Follow these four steps:

1. Jot down a few notes on the type of work environment you like best. For instance, you may prefer an environment that's:

- Collaborative
- Customer-focused
- Fast paced
- Forward-looking
- Process-oriented
- Quality-focused
- Results-driven

2. When you find a job posting that intrigues you, look for any details about the office environment or work culture. They will often appear in any description included about the hiring company or team you'd be part of.

3. Compare those details against your preferred work environment and highlight any similarities.

4. Add a line or two to your Profile emphasizing that similarity. For example, say you prefer a work environment that's customer-focused, and the posting says, "We are a business that places client satisfaction at the center of every decision". You can then add a Profile line such as:

- "Thrive in customer-focused work environments."
- "Committed to providing high-quality services to satisfied customers."

This simple exercise can make your resume more accurately show why you're a great fit for the hiring company as well as why they should call you for an interview.