

## Resume Tips for the Finance Professional

### Introduction

As an experienced finance professional, think of what would help you select the best applicant for a position? If you were the hiring manager, what would you need to know in the few minutes you have to review several resumes? This is what hiring managers ask us:

- Who is the candidate, and why should I hire them?
- What are their skills and qualifications?
- What work experience do they have that *directly relates* to this open position?
- Will they be able to achieve results, help me solve problems, and address the challenges of today?

You want to make sure that your resume answers these questions convincingly, but briefly, so that you have the opportunity to provide more information in the job interview. The following are tips to help with some of the frequent queries we get from clients about writing their resume.

### Answers to Frequently Asked Questions

- ❑ **An Objective, Yes or No?** You need a personal objective for your search, whether you state it on your resume or not. Establish one or two key types of roles you are seeking at this juncture in your career. Research similar jobs and network with others to learn the specific skills, knowledge, and experience needed to do well in those roles. Then you can structure the content of your resume around those roles. To really sell yourself, you'll need to customize your resume slightly for each position.
- ❑ **How Do I make my attributes stand out?** Start with a **Summary**. This is 2-3 concise statements about your experience and skills that answer the questions: 'Why should they hire you?', 'What is unique about you?' Customized to the position, it includes experience highlights, areas of expertise, technical or professional skills, and certifications. Use sentence format or list with bullets, or a combination.
- ❑ **How do I show how much I've accomplished in my work?** To describe your **Experience**, first do a brain dump! Make a list of the key accomplishments (initiatives, projects, or problems solved) in your current and recent positions. Think about the problem or situation, the skills used to address it, and the results. Keep your list as a resource for describing each position. When describing each position:
  - Start with a statement describing the scope and scale of your responsibilities.
  - Then, describe your most relevant accomplishments in bulleted format.
    - Start with an action verb that demonstrates the skills used, such as developed, sold, or established. See a list of action words. (Link to action verb list).
    - Briefly describe what you did to address the situation and the results achieved, quantifying whenever possible i.e. how many people you supervised, time or dollars saved (estimates are OK).
    - For example: "Identified that 90% of premium receipts could have been sent directly to the lockbox. Collaborated with the business area to inform customers of the proper process, which resulted in a 60% decrease in manual processing time and improved cash flow."
- ❑ **Which accomplishments do I list?** List the accomplishments most relevant to the position for which you are applying. Your most recent job generally has the most detail, tapering off as you go backwards chronologically.

- ❑ **How far back in my experience do I go?** Some experts say to list only the last 10 years of your experience. Use your judgment; based on how related the past positions are to the current goal. Explain any gaps in employment.
- ❑ **One page or two?** You can have more than one page, if you are an experienced professional. Just make sure that your most relevant information is near the top of the resume.
- ❑ **Education before or after Experience?** Once you have some experience under your belt, education usually comes after Experience. However, CPA or other designations can go after your name on the top of the resume, and Certifications can be included in the Summary section on the top of the resume. Your year of graduation does not need to be included, as long as you list the degree achieved.
- ❑ **Do I include Volunteer Work?** Leadership positions in professional associations and community organizations can be a good addition to your resume. Be careful about including organizations that may be controversial to the employer for any reason. Sections can be called: “Community Involvement”, or “Professional Associations” to give them more punch than “Volunteer Work”
- ❑ **Does my resume and LinkedIn Profile need to be exactly the same?** No, your LinkedIn Profile can be more general than your resume, or it can reflect your favorite version of your resume, as long as the major dates, job titles, education, etc are consistent. Also you can use your LinkedIn Profile to add helpful information that you don’t have room for on your resume.

#### **Final Tips**

- **Create a concise and readable format.** Make certain you’re using the space to your full advantage. The font size should be no smaller than 10 point, standard serif or sans serif fonts with plenty of space between lines and in the margins. Use bullets and white space to make it readable.
- **Get a second opinion:** Have a friend, colleague, or family member read your resume for understanding, consistency in format, grammar, and typos.
- **In the end it’s your resume,** so you are the best judge of format, and content. Be sure that you can speak to anything included in your resume with relevant examples and information.

## ACTION VERBS TO USE TO DESCRIBE EXPERIENCE

Accelerated	Delivered	Improved	Packed	Showed
Achieved	Demonstrated	Improvised	Participated	Simplified
Acted	Designed	Increased	Patrolled	Sold
Adapted	Determined	Influenced	Performed	Solved
Added	Developed	Informed	Persuaded	Sorted
Administered	Diagnosed	Initiated	Photocopied	Staffed
Advised	Directed	Innovated	Picked out	Standardized
Analyzed	Distributed	Inspected	Pinpointed	Started
Applied	Diverted	Installed	Planned	Streamlined
Appraised	Drove	Instituted	Posted	Strengthened
Approved	Duplicated	Instructed	Prepared	Structured
Arranged	Edited	Integrated	Prescribed	Studied
Assisted	Effectuated	Interpreted	Processed	Supervised
Assembled	Eliminated	Interviewed	Produced	Supplied
Attended	Encouraged	Introduced	Proposed	Supported
Balanced	Enlisted	Invented	Roved	Systematized
Bought	Ensured	Invested	Provided	Tabulated
Budgeted	Equipped	Investigated	Published	Tailored
Built	Established	Judged	Purchased	Taught
Carried	Evaluated	Launched	Qualified	Tended
Centralized	Exacted	Learned	Questioned	Told
Changed	Examined	Lectured	Raised	Totaled
Checked	Expanded	Led	Read	Tracked
Clarified	Expedited	Liquidated	Realized	Trained
Cleaned	Experimented	Listed	Received	Transacted
Coached	Extracted	Located	Recommended	Transferred
Collated	Facilitated	Logged	Recorded	Translated
Communicated	Fed	Lowered	Recruited	Transported
Compared	Finalized	Maintained	Reduced	Treated
Compiled	Financed	Managed	Refined	Uncovered
Completed	Folded	Measured	Related	Unified
Composed	Found	Merged	Reorganized	Updated
Conceived	Founded	Modernized	Represented	Upgraded
Condensed	Furnished	Modified	Researched	Used
Conducted	Generated	Motivated	Responded	Verbalized
Controlled	Governed	Negotiated	Restored	Verified
Converted	Guaranteed	Notified	Restructured	Weighted
Conveyed	Guided	Numbered	Retrieved	
Coordinated	Handled	Observed	Revamped	
Corrected	Headed	Obtained	Reviewed	
Corresponded	Helped	Opened	Revised	
Counseled	Hired	Operated	Scheduled	
Created	Hypothesized	Organized	Selected	
Cut back on	Identified	Originated	Served	
Dealt with	Illustrated	Outlined	Serviced	
Decided	Implemented	Overhauled	Set up	
Defined		Oversaw	Shipped	

