



## Creating a winning resumé

Research has shown that interviewers spend as little as 17 to 20 seconds reviewing a resumé, which means that first impressions are critical. Therefore, how your resumé looks is just as important as the words contained within it.

Given you could be competing with up to 200 other applicants, your resumé must be suitable for scan reading, as up to 70% of applications are overlooked at the scanning stage. This means that your resumé should be presented in such a way that the critical information is not lost amongst unnecessary or poorly formatted content.

The expected length of your resumé depends on the level you have reached professionally, with the following being a guide:

- > 1 – 2 pages for a Graduate or School Leaver
- > 3 – 4 pages for a Professional or Tradesperson
- > 5 – 6 pages for a Senior Executive or CEO

Whilst there is no magic formula or a generic template when creating a winning resumé, we believe the following are fundamental for any resumé.

### Key components

In order of appearance:

- > **Contact details** – name, address, phone numbers and email address.
- > **Career objective/statement** – a short paragraph outlining your goals and how this role will help you achieve them.
- > **Key skill summary** – Don't be afraid of telling us about the great things that you have done in your roles. Remember, your resumé is not meant to tell your life story but simply highlight your achievements so your resumé stands out.  
There will be a greater chance of being overlooked if only your responsibilities are listed. By clearly highlighting your achievements, you will increase your chances of proceeding further through the application process.
- > **Employment history** – always include a snapshot of the companies you have worked for, including what they do and their size. When your suitability for a role is assessed, we look at not only your experience, but also the environments in which you have gained that experience.
- > **Professional development** – all education, training and qualifications.
- > **Additional skills** – computer skills, languages etc
- > **Referees** – two to three professionals who can verify your work experience. Your direct managers in previous roles are most relevant here.

### Layout and presentation

Paying attention to formatting is imperative when constructing your resumé. A poorly formatted resumé could mean you are one of the 70% of overlooked candidates.

- > **Font** – recommended is Arial at either 10 or 12 point. Whatever you choose, make sure you use it consistently throughout.
- > **Bullet points** – use them to emphasise information, as they make text much easier to read. Left align bullet points, don't indent them to the middle of the page, as all you are doing is squashing the text to one side of the page and making your resumé appear longer. A reader's eye naturally scans from top left to bottom right, so make it easy for your reader.
- > **Spacing** – evenly space each section and each point. Double space between paragraphs and don't be afraid of white space.
- > **Bold** – use bold, italic or underline to highlight headings and subheadings, but never use a combination. Make sure your potential employer and position are clearly identifiable for scanning purposes.
- > **Templates** – try not to use over complicated templates in MS Word if emailing your resumé, as this will avoid any formatting errors that can occur due to different application versions. Remember the KISS principle (Keep It Simple Stupid!) – the less complicated the better.
- > **Green lines** – just like red lines and spelling, wiggly green lines indicate that there are grammatical errors in your resumé. These red and green lines stick out like a sore thumb, so make sure your resumé is clear of these before you hit the send button.
- > **DO NOT EVER** use photos, clip art and graphics.

**Remember, a resumé's specific purpose is to interest the reader enough to invite you in to explore your skills and experience in greater detail.**

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## **CAREER OBJECTIVE**

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To further develop my career in the accounting field by gaining a position that would enable me to utilise my existing analytical and organisational skills and knowledge.

## **SUMMARY OF QUALIFICATIONS**

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- > CPA – Qualified member since 2004
- > Bachelor of Commerce – University of Sydney – 2002
- > Associate Diploma of Accounting – TAFE – 1999

## **KEY SKILL SUMMARY**

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### **Areas Of Expertise**

- > Management/Financial Reporting
- > Budgeting and Forecasting
- > Financial Analysis on cost of sale and revenue

### **Key Personal Attributes**

- > Ability to meet deadlines
- > Attention to detail
- > Team player

## **EMPLOYMENT SUMMARY**

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<b>Position</b>	<b>Company</b>	<b>Period of Employment</b>
Snr Business Analyst	ABC Retail	Aug 2004 - current
Management Accountant	ABC Retail	Jan 2002 – July 2004
Assistant Accountant	XYZ Technologies	June 2000 – Dec 2001
Accounts Assistant	AVE IT	Jan 1999 – May 2000

## **EMPLOYMENT HISTORY**

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### **SENIOR BUSINESS ANALYST**

**ABC Retail**

**Aug 2004 – current**

#### **Overview of Company**

\$1.5 billion market leader in the retail of IT Consumables; operating over 600 stores nationally with over 3000 employees.

#### **Overview of Role**

Enhance the management of the company's pro-active business focus through analysis and forecasting.

#### **Responsibilities**

- > Produce weekly management reporting
- > Co-ordinate annual budget and business plan process
- > Prepare monthly forecast reports
- > Monthly analysis of major operating variances (against budget and forecast), including reporting to company management utilising graphical and other analysis techniques
- > Monthly reporting of key indicators and interpretation of results
- > Provide assistance to the Financial Accountant in the production of monthly, quarterly, half-yearly and annual reporting packages
- > Prepare daily / weekly / monthly sales reports
- > Other ad-hoc reporting projects as requested by company management.

#### **Achievements**

- > Prepared detailed analysis of the product range for profitability project
- > Identified the areas for improvement, which resulted in the increased profit margins within a period of 3 months.

#### **Reason for Leaving**

Limited opportunities for career development.

## **EMPLOYMENT HISTORY – (cont'd)**

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### **MANAGEMENT ACCOUNTANT**

**ABC Retail**

**Jan 2002 – July 2004**

#### **Overview of Company**

\$1.5 billion market leader in the retail of IT Consumables; operating over 600 stores nationally with over 3000 employees.

#### **Overview of Role**

Maximise senior management's business focus through on-going development and provision of timely, concise and accurate management information.

#### **Responsibilities**

- > Produce weekly management reporting
- > Co-ordinate annual budget and business plan process
- > Prepare monthly forecast reports
- > Monthly analysis of major operating variances (against budget and forecast), including reporting to company management utilising graphical and other analysis techniques
- > Monthly reporting of key indicators and interpretation of results
- > Provide assistance to the Financial Accountant in the production of monthly, quarterly, half-yearly and annual reporting packages
- > Prepare daily / weekly / monthly sales reports
- > Other ad-hoc reporting projects as requested by company management.

#### **Achievements**

- > Set up budget templates in excel and linked the data with Hyperion upload. This streamlined the budget process by saving more than 20% of the time previously taken
- > Redesigned worksheets for statistic reports in improving format and saving 25% of time each week.

#### **Reason for Leaving**

Promoted to Senior Business Analyst within the same organisation.

## **EMPLOYMENT HISTORY – (cont'd)**

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### **ASSISTANT ACCOUNTANT**

XYZ Technologies

June 2000 – Dec 2001

#### **Overview of Company**

Established in 1971 and listed on the ASX, XYZ Technologies is an information technology solutions and services provider, with a turnover in excess of \$110 million.

#### **Overview of Role**

Assist in the recording and reporting of financial information. Assist with other areas of the Finance function as required.

#### **Responsibilities**

- > Assist in the reporting of monthly financial information in accordance with deadlines
- > Preparation of monthly general ledger reconciliations for review
- > Preparation of monthly general ledger journals
- > Assisting in preparation of statutory accounts
- > Assist with monthly variance analysis
- > Maintain Fixed Asset register, monthly additions, disposals, reconciliation of the related general ledger accounts and depreciation calculation
- > Preparation of monthly expense accruals
- > Reconciliation of key expenses
- > Investigation of queries from reporting divisions
- > Assist in preparation of Fringe Benefits Tax return on an annual basis and payment of instalments quarterly
- > Assist in preparing the Company Tax returns on an annual basis.

#### **Achievements**

- > Bank reconciliation was six months overdue at the commencement of role. Initiated, organised and participated in a team to resolve the outstanding unreconciled items for the Accountant.

#### **Reason for Leaving**

Lack of career progression opportunities.

## **EMPLOYMENT HISTORY – (cont'd)**

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### **ACCOUNTS ASSISTANT**

**AVE IT**

**Jan 1999 – May 2000**

#### **Overview of Company**

AVE IT is a developer and supplier of business software for small to medium sized businesses globally. AVE IT has a turnover in excess of \$60 million.

#### **Overview of Role**

Support finance team through accurate input into accounting system of data on a timely basis ensuring monthly reporting deadlines are met.

#### **Responsibilities**

- > Accurate and timely data-input of invoice, receipts, payments, time-sheets
- > Complete the banking on a regular basis
- > Bank reconciliation
- > Ensure all filing is kept up to date
- > Assist in the preparation of monthly general ledger journals
- > Assist other members of the accounting team when necessary.

#### **Achievements**

- > Developed a more simplified, user-friendly expense coding template.

#### **Reason for Leaving**

Career progression in conjunction with university studies.

## **ADDITIONAL SKILLS**

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- > Excel – advanced, including macros
- > SAP super-user
- > Can speak French and German fluently.

## **REFEREES**

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Joe Bloggs  
Managing Director  
ABC Widgets  
02 9995 1235

Jill Harris  
Financial Controller  
XYZ Technologies  
02 2222 4444

Joel Newbridge  
Chief Financial Officer  
Sprocket & Co  
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