

# EY Center for Careers

## Resume Guidelines

- USE THE RESUME TEMPLATES ON THE EY CENTER WEBSITE (1 for Accounting | 1 for IS/CIT)
- 1 page only (unless you have a LOT of RELEVANT work experience)
- Margins: Top/Bottom = .5" to 1" | Left/Right = .75" to 1"
- Use a standard font style (e.g., Calibri, Arial)
- Use 10 to 12 point font for the resume content
- Use 14 to 16 point font for your Name only (Do not capitalize your entire name)
- Include your Phone # (and have voicemail setup) | Address is optional
- You can use your CSUN or personal email address (do not use a silly email address)
- Bold your **Name, Section Headings, Company Names, Job Titles, Student Organizations and Leadership Roles, and Volunteer Organizations and Roles**
- Do not use Italics, abbreviations, or symbols (&)
- Put Education as the 1<sup>st</sup> section (unless you have a LOT of Relevant experience)
- Put the Degree (Bachelors or Masters) program above the name of the school
- Include Overall GPA and Major GPA (if 3.0 or above for either/both) | You can also include your CSUN GPA if higher | Include Dean's List (# of semesters) and other Honors
- Put Company Names and Job Titles on the left
- Put Dates on the right (on the right margin using a right Tab) - put a space before and after the dash in the Dates (use short dashes and be consistent throughout)
- Put white space between sections and between content within sections - adjust space as needed to keep it on 1 page | be consistent with Section and LINE spacing
- Include specific details in your Experience statements (what you do/did, what was the value, what were the results) - statements can go to the edge of the line or wrap around to a 2<sup>nd</sup> line
- Take credit for your accomplishments (e.g., saved \$\$, improved process, took initiative, given or assumed additional responsibilities, trained others, promoted, solved problems)
- Start statements with the proper verb tenses = present tense for current positions, past tense for prior positions | use the 1<sup>st</sup> person form of the verb ("handle" - not "handling")
- Volunteer experience such as bookkeeping, computer work, office work, or retail sales in which you do not get paid does belong in (Work) Experience
- **You do NOT need to have the same # of bullet points for each Experience or student organization / volunteer experience**
- Include any type of work experience (as space permits) - the job does not have to relate to your major (employers value work experience while going to school)
- You do NOT have to include all of your jobs especially if they are in the distant past
- Include the # of (average) hours you work(ed) next to the Job Title if 20 hours/week or more (e.g., ~20 hours/week; 20 - 25 hours/week; full-time or 40 hours/week)
- With technical skills, if you have a specific level of expertise, you can add it (e.g., Excel - vLookups, pivot tables, macros)
- Volunteer Income Tax Assistance (VITA) Program experience usually belongs in Professional Development, not in Experience, unless you have little or no work experience
- DO NOT list soft skills (communication, leadership, team player, multi-tasking, detail oriented, customer service, etc.) (demonstrate soft skills by example in your experience statements)
- Include Interests only if applying to a Big 4 or mid-tier accounting firm
- Do not use pronouns ("I", "We", "They") or pronoun possessives ("My", "Our", "Their")
- Use #'s only when they add value (significance)
- Do NOT fluff, exaggerate or misrepresent your experience or accomplishments!
- \*\* Review your resume carefully for format consistency, spelling, punctuation and grammar