

Student Resume Review Process

1. Resume reviews are done on a walk-in basis only (no appointments) at the EY Center for Careers (BB 2224).
2. Students must meet with an EY Center Student Assistant prior to meeting with the Director for a final resume review.
3. The resume templates are posted on the EY Center website (<http://csun.edu/acctis/ey-center>) in Word doc format (one for Accounting and one for IS/IT); please follow the format as closely as possible.
4. You can bring your resume in person to the EY Center in either soft or hard copy for review - resumes will not be reviewed via email.
5. The EY Center Student Assistant will first review your resume to determine if it follows the overall format; if the resume format is not ready, the Student Assistant will provide guidance to help you make corrections.
6. The Student Assistant will then review the resume content and help you make improvements:
 - a. Use action verbs (and proper tenses) to begin each bullet point, and explain in detail what you performed in each role (include your accomplishments).
 - b. The resume should not list soft skills - skills should be demonstrated by the descriptions of the job and organization/volunteer roles.
7. When the Student Assistant has finished reviewing the resume for format and content, and you have made the suggested corrections, you can meet with the EY Center Director for a final review and revisions.
8. Students need a Handshake account, and should upload the resume to Handshake for final approval; you will not be able to apply in Handshake without resume approval.
9. Format guidelines and tips:
 - a. You can change the font style (should be a standard style) and size (between 14 pt. and 16 pt. for their name, and between 10 pt. and 12 pt. for the content).
 - b. The font style and size should be consistent throughout.
 - c. Top and bottom margins should be between .5" and 1", and should match.
 - d. Left and right margins should be between .75" and 1", and should match.
 - e. There should be single spaces before and after dashes; make sure the dashes are the same size throughout.
 - f. Dates should line up on the right margin (using the Right Tab function).
 - g. You can add (or remove) lines or a border.
 - h. You can change the spacing between sections and between job titles and bullet points to fit on one page - spacing should be consistent throughout.
 - i. Only Freshman (and some Sophomores) will include their high school education, high school GPA and high school activities.
 - j. You can switch the order of the Experience and Professional Development sections, depending on the content in both sections.
 - k. VITA usually goes in the Professional Development section, unless you lack other work experience.
 - l. You can add Volunteer Experience, depending on when you performed the volunteer activities and how much space is available on the resume.
 - m. You should only include Interests if you are applying to a large CPA firm.
 - n. Your CSUN email address is suggested, but it is not required (a personal email address should not be silly, strange or offensive).
10. There is an additional Resume Guideline document on the EY Center website.