Stephen Austin

Optional: Include LinkedIn Custom URL.

Nacogdoches, Texas   stephenaustin@mail.com   (123) 456 - 7890   LinkedIn.com/in/FirstLast

EDUCATION

Stephen F. Austin State University, Nacogdoches, Texas

Master of Professional Accountancy   May 20XX

Bachelor of Business Administration in Accounting   December 20XX

Optional: GPA, Honors, Awards, Study Abroad, Academic Certifications

EXPERIENCE   *Note: This section is to highlight relevant experiences, not just work experiences.*

Position Title   Month 20XX - Present

Company Name, City, State

FORMATTING TIPS

- Recruiters notice poor formatting, incorrect grammar, inconsistent spacing and formatting
- Keep between **3-5 bullet point**s per experience, **do not use periods**
- List experiences in reverse chronological order – using present tense verbs for current experiences and past tense verbs for former experiences
- Avoid bullet points with single word lines
- Use a **variety of action verbs** to avoid repetition

Position Title   Month 20XX – Month 20XX

Company Name, City, State

CONTENT TIPS

- Resume bullet point formula: **ACTION VERB + TASK + RESULT**
- **Remove pronouns and limit articles**, these words are assumed by the reader
- **Quantify bullets using hard data** when applicable (number of people, time, percentages, money)
- **Highlight transferable skills** within your bullet points that are relevant to the position & industry
- Tailor your bullets to the company & job description you are applying to

ACADEMIC PROJECTS   *Optional: Only include if you have relevant, technical projects to your industry.*

Course Number & Type of Project   Semester 20XX

- Follow bullet point formula & tips: **ACTION VERB + TASK + RESULT**
- Include client name and/or detailed description

LEADERSHIP & INVOLVEMENT   *Note: This section will vary based on your experiences. DO NOT include related experiences here.*

Position Title   Month 20XX – Month 20XX

Organization Name, City, State

- Follow bullet point formula & tips: **ACTION VERB + TASK + RESULT**
- Highlight the most relevant impacts of your experience, especially those related to your industry

SKILLS & CERTIFICATIONS   *Note: This section will vary, remove unrelated items. DO NOT include personal information such as marital statue, birthdate, or religious affiliation.*

Technical Skills: List specific software/programming languages – especially ones from the job description

Certifications: Include name of certification, issuing organization, and dates   *Only for non-academic certifications.*

Languages: Only include languages other than English

Work Eligibility: Eligible to work in the U.S. with no restrictions

↑ *U.S. citizens & U.S. permanent residents*

Eligible to work in the U.S.; will require visa sponsorship for full-time employment

↑ *Non-U.S. citizens*

Resume Checklist:

☐ *Convert to a PDF & title "First Name Last Name Resume"*

☐ *Use the Professional Documents Guidebook from the SFA Career Center for an in-depth explanation*

☐ *Submit your professional documents for review to the SFA Career Center*

STEPHEN F. AUSTIN STATE UNIVERSITY Career Center