



Resume Design: Tips and Templates That Get Results

Employers prefer crisp-looking resumes that get to the point. By using the examples below, you'll improve both the style *and* the substance of your resume.

Layout

Add interest and clarity by using bullets, indents and varying font styles (such as bold and italic letters). Avoid using unconventional fonts or adding photos or graphics.

Length

The general rule is: one page for early-career (entry level to 5-10 years); two pages for mid-career candidates.

Job Data

Provide the reader with relevant detail about your past and present employers, such as product information, size and physical location.

Measurables

Quantify your job duties, reporting relationships and achievements with actual numbers.

Job and Education Dates

Make sure the dates are clear and without gaps. If you're a mid to late-career candidate, you can save space by lumping early-career jobs together.

Degree Credentials

Please be accurate—and *honest*. Misrepresenting your degree is unethical, and could result in consequences that are embarrassing—or worse.

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Alliance Resource Group...offering a Total Solution for Employers and Financial Professionals seeking short and long-term resources.

Choosing the Best Resume Format

Your resume can be arranged in one of two basic formats: summary or chronological.

- The *summary* (or functional) resume distills your total work experience into major areas of expertise, and focuses the reader's attention on your accumulated skills.
- The *chronological* resume presents your skills and accomplishments within the framework of your past employers. (Actually, it should be called a reverse chronological resume, since your last job should always appear first.)

Although the information you furnish the reader may essentially be the same, there's a big difference in the way the two resumes are constructed, and the type of impact each will have. Experience has shown that the chronological resume brings the best results, since it's the most explicit description of the quality and application of your skills within a specific time frame.

The summary resume, on the other hand, works well if you've changed jobs or careers often and you wish to downplay your work history and highlight your level of expertise. If a prospective hiring manager is specifically interested in a steady, progressively advancing employment history (as most are), then the summary resume will very likely work against you, since the format will seem confusing and might arouse suspicions as to your potential for longevity.

However, if the employer's main concern is your technical or problem-solving ability, the summary resume will serve your needs just fine. Either way, you should always follow the guidelines mentioned earlier regarding content and appearance.

Crafting Your Resume "Objective"

Most employers find that a carefully worded statement of purpose will help them quickly evaluate your suitability for a given position. A hiring manager lacking in imagination or who's hard pressed for time will often overlook a resume with an objective that doesn't conform to the exact specifications of a position opening. That means that if your objective reads "Vice President position with a progressive, growth-oriented company", you may limit your options and not be considered for the job of manager for a struggling company in a mature market- a job you may enjoy and be well suited for.

If you're pretty sure of the exact position you want, in the field or industry you're interested in, then state it in your objective. Otherwise, broaden your objective or leave it off of the resume.

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SAMPLE RESUME: MID-CAREER

CPA/MBA
Address/Contact Info
MANAGEMENT

PROFILE

Energetic, hands on visionary... Proven track record in...

KEY AREAS OF EXPERTISE

ABC	ABC
ABC	ABC
ABC	ABC

EMPLOYMENT BACKGROUND/TRANSFERABLE ACCOMPLISHMENTS

CONTROLLER/DIRECTOR/FINANCIAL MANAGER

XYZ Company – Orange County, California

2001 – Present

A publicly traded company...

Accomplishments:

- Describe selected accomplishments; 4-5 bullets recommended

Responsibilities:

- Describe major responsibilities; 4-5 bullets recommended

FINANCIAL MANAGER/ASSISTANT CONTROLLER/ACCOUNTING MANAGER

XYZ Company – Orange County, California

1995-2001

Publicly traded company...

Accomplishments:

- Describe selected accomplishments; 4-5 bullets recommended

Responsibilities:

- Describe major responsibilities; 4-5 bullets recommended

AUDIT MANAGER/SUPERVISING SENIOR AUDITOR

Public Accounting Firm – Orange County, California

1990-1995

Accomplishments:

- Describe selected accomplishments; 4-5 bullets recommended

Responsibilities:

- Describe major responsibilities; 4-5 bullets recommended

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A L L I A N C E **RESOURCE GROUP, LLC**

COMPUTER SKILLS

Microsoft Office, Excel, Word, PowerPoint and Access,
ERP Systems, Reporting Tools, etc.

EDUCATION

University of California 2001
MBA

University of Southern California 1990
BS, Accounting

CERTIFICATIONS

Certified Public Accountant, State of California

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SAMPLE RESUME- EARLY CAREER

CPA CANDIDATE

EDUCATION:

CALIFORNIA STATE UNIVERSITY 2004

BA, Business Administration, with a major in Accountancy
GPA: 3.6

CPA STATUS:

Certified Public Accountant, State of California

COMPUTER SKILLS:

Proficient in Microsoft Excel, Word, Access and PowerPoint.

EXPERIENCE:

Big 4 CPA Firm, Los Angeles, CA 9/99-Present
Senior Auditor

- Manage and guide multiple audit teams of 1-5 individuals across the country. Develop audit strategies, set budgeted work hours and staff engagements
- Mentor, instruct, train and formally evaluate staff accountants
- Develop and present financial and operational recommendations to management
- Monitor progress of engagements to ensure timely completion and increase profitability
- Conduct interactive interviews with client personnel at all levels
- Plan and supervise financial statement audits of publicly held and private companies in the insurance, mortgage banking and real estate industry segments including two Fortune 500 clients
- Review and supervise the preparation of Forms 10-Q and 10-K
- Prepare consolidated financial statements and note disclosures required by GAAP for a company with more than three hundred subsidiaries
- Perform analytical reviews of financial accounting information
- Research, analyze and evaluate client accounting and internal control policies
- Recruit new and experienced staff members
- Develop accounting practice by helping with proposals for new clients and providing pro bono services
- Bill and collect cash for services provided
- Clients included: ABC Company, XYZ Company, etc.

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