

# writing a resume

( strategic search partners )

## Mississauga

2 Robert Speck Parkway  
Suite 690  
Mississauga, ON L4Z 1H8  
tel 905 804 1100  
fax 905 804 8624

## Toronto

40 Sheppard Avenue West  
Suite 512  
Toronto, ON M2N 6K9  
tel 416 733 9393  
fax 416 733 0880

[www.masongroup.ca](http://www.masongroup.ca)

The first step in beginning your job search is to create a strong resume. A resume is often the first impression you will give a potential recruiter or employer, and therefore you must invest the time to make your resume stand out above the rest. Chances are if you don't make a good first impression, you won't have an opportunity to make a second impression by securing an interview.

To maximize your chances, we recommend you pay close attention to the below resume writing tips we have provided in this article.

- 1. Use Microsoft Word.** The receiver of your resume will most likely be using this software to open your resume. To ensure your resume presentation, font and style stay intact, it is best to use the software most often used by recruiters and interviewers.
- 2. Include complete contact details.** Over and above your name, address and home phone number, you will also want to provide a daytime telephone number and your personal email address. To ensure your job search remains as confidential as possible, we do not recommend you use a work email address unless you are comfortable with your employer possibly finding out about your job search. If you have a 'cute' personal email address that might not portray you in a professional manner, consider creating another email account solely for professional correspondence.
- 3. Consider using a chronological resume format.** As people who interview other people for a living, we can tell you that the best way of evaluating a potential job fit is to understand you from the very start of your career. Recruiters are interested in examining what skills you have accumulated over time and what direction you would like your career path to take. We start by understanding why you chose your education/designation, where your career began, what led you to each employment opportunity, and what is driving your most recent career change. A

chronological resume allows an interview to flow more naturally and ensures all important details are addressed.

- 4. Include all relevant key skills.** Today, many employers and recruitment firms use keyword search software to efficiently and effectively find applicants who fulfill the key requirements of a job. For example, if an employer/recruiter is searching for a Manager of Financial Reporting for a public company which reports in IFRS, a keyword search using Hyperion software might be conducted using the following words: 'consolidations', 'IFRS', 'public company', 'Hyperion', and/or 'external reporting'. The more keywords you use in your resume, the closer to the top of the list your name will appear and the more often you will be considered for an opportunity.
- 5. Disclose relevant & completed designations only.** Over the course of your career, you may have completed a designation that is not relevant to your current career search. You will appear more focused in your search if you eliminate the designations that are not relevant or that you did not complete. For example, if you completed a designation as a Certified Financial Planner but are searching for a Controllership position, this certification would not be relevant unless the owner of the company expects you to advise them about their own personal finances. The only time you should disclose an uncompleted designation is if you do not have another designation that discloses your level of finance and accounting knowledge.
- 6. Use an easy-to-read format.** The visual presentation of your resume is critical, as this is what initially catches the attention of an interviewer/recruiter. We have created a visually-pleasing resume sample on the next page. However, instead of inserting factual information, we've used the body of the resume to provide you with some additional resume writing tips as they pertain to each section of the resume.

# Your Name, Designations and Degrees (if relevant)

---

## Your Name

Street Address  
City, Province, Postal Code

Bus: 666-666-6666  
Cell: 555-555-5555  
Home: 777-777-7777

Email: (personal)

## PROFILE

Summarize, in the first person, what type of Finance and Accounting professional you are. Include the number of years of experience and the top technical, skills and strengths you have to offer a potential employer (i.e., I am a seasoned Plant Controller with 10 years experience at the managerial level who is highly analytical, savvy with commuter software, etc. I am very eager to learn, implement my learning to solve problems, and continually enjoy improving the efficiency and effectiveness of a company's manufacturing operations etc.).

## WORK EXPERIENCE

### Current Employer Company (parent company and division)

This is a narrative that describes your employer's portfolio of products/services, total company revenue (or any statistic you are able to ethically disclose that gives one an idea of company size), number of employees, international/domestic, public/private/not for profit, and frames your fit within the company by disclosing your division's product/service, revenue, number of employees, etc.

### Your Most Recent Position – Dates (include month & year)

- Do list your duties in a brief and summarized fashion
- Do list your biggest accomplishments and quantify where possible
- Frame your responsibilities using # of employees/budget \$ you supervised
- Do list up to eight bullet points per job with a mix of both responsibilities/accomplishments
- Do list technical expertise (i.e., consolidations, US GAAP, ERP skills, etc.)
- Do not write in the third person
- When having trouble summarizing, think about how you would summarize when presenting yourself in a PowerPoint presentation
- Save room using less bullet points for previous positions less relevant to your future

### Next Previous Company

Again, you will provide a summary as you have done in the previous position. Please note that if the company name has since changed, you should document the new company name in parenthesis.

### Next Most Recent Position – Dates (include month & year)

- Do list your duties in a brief and summarized fashion as in the previous position
- Duties should now be written in the past tense
- Always include positions you held within a company to show progression
- Accomplishments that were your initiative are best to highlight
- It is also best to highlight responsibilities you enjoyed and are your future focus
- If your company has odd titles, try to add the universally recognized title in parenthesis

# Page 2

## Your Name

Street Address  
City, Province, Postal Code

Bus: 666-666-6666  
Cell: 555-555-5555  
Home: 777-777-7777

Email: (personal)

## Next Previous Company

Again, you will provide a summary as you have done in the previous position. Please note that if the company name has since changed, you should document the new company name in parenthesis.

## Next Most Recent Position – Dates (include month & year)

- To keep your resume to two pages, list fewer points for less recent positions
- Still list your accomplishments that you initiated and are most relevant to your future
- Add certifications you gained during your employment (i.e., Six Sigma Black Belt)
- If you cannot summarize your resume in two pages, consider disclosing details in an appendix
- Ensure punctuation is consistent throughout the body of your resume

## EDUCATION

- Professional Designation – Completion or expected completion date
- University  
Designation Obtained – Completion or expected completion date

## Other Skills

- Include other relevant skills in which you received formal training, including ERP computer skills
- If you are going to list skills for Microsoft Office, elaborate beyond the basics (i.e., expert in Excel Macros and Access, etc.)
- These are the skills that set you apart beyond what is typically expected

## OTHER INTERESTS & ACTIVITIES

- List volunteer and/or charity involvement
- List special interests that make you unique
- List board memberships

## REFERENCES

- You are no longer required to disclose this on your resume, it is assumed
- If you wish to disclose, reveal something that isn't obvious (i.e., "Excellent references available upon request")

We recognize this is a simple illustration of how to compose a resume and sometimes presenting your background in a resume is not always this simple. Because you are unique, you may need to tweak this presentation a little to meet your needs.

One of our Partners or Consultants would be more than happy to assist you to customize your resume within an interview setting.