

# **ACCOUNTING STUDENT RÉSUMÉ WORKBOOK**

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## RESOURCE SUMMARY

This workbook is designed to help you create a résumé with impactful content focused on highlighting your unique value proposition through relevant and transferable skills, results, and accomplishments.

We recommend following the below steps as you work through creating or updating your résumé:

**Step 1:** Review the résumé sample on page 3 of this workbook for a high-level overview and tips to consider implementing.

**Step 2 a)** We recommend structuring your résumé with the following headers in this order to make it easy for campus recruiters to find the information they are looking for (**If your résumé doesn't include all of the suggested headers, add them in and reorder them if necessary**).

- Name, Contact Info, Tagline
- Skills Summary / Candidate Profile / Highlights of Qualifications
- Education
- Employment Experience
- Extra-curricular Activities
- Volunteer Experience
- Interesting Facts / Personal Interests

**Pro Tip:** For employment, volunteer, and extra-curricular activities we highly recommend reviewing the Accomplishment Statement document

**Step 2 b)** Tackle one section at a time using this workbook to ensure you understand the purpose of each section and review the samples for inspiration.

**Pro Tip:** Use examples unique to your experience to differentiate yourself from other candidates and stand out (copying the samples defeats this purpose)

**Step 3:** Run your résumé through the [VMock](#) Platform, make any additional edits based on the feedback it provides.

**Step 4:** Book a 1-on-1 Career Advising appointment in Elevate with a Haskayne Career Development Specialist (CDS) for customized feedback and industry considerations.

# RÉSUMÉ SAMPLE

**A**

Consider a tagline connected to your personal brand

**B**

Make sure to personalize your LinkedIn URL and hyperlink it to your résumé!

**C**

Focus on post-secondary: include degree title, concentration, anticipated graduation date, any minors, embedded certificates, GPA, scholarships, Co-op, etc.

**D**

Standout by sharing passions and interests that showcase who are you outside of work, school, and volunteering

**E**

Snapshot of your unique strengths, backed up by specific and tangible examples as supporting evidence

**F**

- Chronological order
- 3-5 bullet points starting with action words
- Avoid listing responsibilities
- Highlight transferable skills, results, and accomplishments
- Use #, \$, %, hours to quantify experience

**G**

- Just as important as work experience, use the same strategies here!
- Think sports, case competitions, student clubs, or volunteering in your community

## BETTY BIZNAS

ENERGETIC DATA FOCUSED, BCOMM ACCOUNTING STUDENT

📍 Calgary, AB

☎ +1.403.555.5555

✉ betty.biznas@ucalgary.ca

🔗 LinkedIn Hyperlink

### EDUCATION

**Bachelor of Commerce Degree - Accounting (2024)**

*Minor in Data Science*

**Sept. 2020 - Present**

**University of Calgary,**

**Haskayne School of Business**

- Cumulative GPA 3.5/4.0
- Haskayne Co-operative Education Program (Admitted Jan 2022)
- Important Scholarship Name (\$3,000, 2021)
- Data analytics & computer programming courses

**Google Analytics Certification**

*Google Canada, July 2021*

### INTERESTING FACTS

**Avid Traveler:** Has visited 14 countries across 4 continents

**Painting:** Acrylic based and mixing half realistic and half abstract city landscapes

**Content Creator:** Make-up tutorial YouTube(link) channel with 2K followers

### SKILLS SUMMARY

- **3+ years of progressive employment experience** in customer service, sales, and tutoring across retail and education industries
- **Organized Leader:** University club executive delegating tasks, coordinating events, and organizing weekly meetings for 20+ members
- **Team Contributor:** Has collaborated with teams of 2-30 through part-time retail employment, as an active member on a university student club and completing 17 university group projects and assignments
- **Effective Communicator:** Provides ongoing client feedback as a tutor; delivered 8 university oral presentations and 14 written reports
- **Tech Savvy:** Proficient with MS Office (Word, Excel, PowerPoint, Access), Sage 50, Adobe, QuickBooks, PowerBI

### EMPLOYMENT EXPERIENCE

#### RETAIL SALES ASSOCIATE

Company Name Here | May 2020 - Present

- Interacts with 100+ customers per shift to answer questions, communicate promotions and make product recommendations resulting upsells of \$25+
- Processes up to 60 cash, credit, and debit transactions per shift and accurately balances till up to \$8K during peak seasons
- Collaborates with a team of 8 to stock inventory meeting tight deadlines
- Successfully resolves 10+ customer complaints weekly through active listening, explaining policies / procedures, and offering win/win solutions

#### TUTOR

Self Employed | Sept 2019 - Present

- Plans and leads weekly tutoring sessions for 6+ students each term supporting academic goals, resulting in almost 100% grade improvements
- Explains concepts in an easy to understand manner and adopts different teaching methods based on individual learning styles
- Provides ongoing and transparent feedback to students and parents

### EXTRA-CURRICULARS & VOLUNTEERING

#### ACCOUNTING & EVENT DIRECTOR

UofC Student Club Name | Sept 2020 - Present

- Manages club budget of \$5K including term forecasts, analyzing forecast vs actuals, tracking expenses and preparing monthly financial statements
- Collaborates with various portfolios and 10+ clubs to identify cost sharing opportunities resulting in cost savings of over \$600 to date
- Oversees yearly event planning by delegating tasks, coordinating weekly meetings for updates, providing guidance, support, and direction



## **SKILLS SUMMARY / CANDIDATE PROFILE HIGHLIGHTS OF QUALIFICATIONS**

The first header on your first page is prime real estate on your résumé. It is the first thing a recruiter will look at and an opportunity to captivate the reader's attention. Use this section to create a snapshot of your unique strengths, backed up by specific and tangible examples as supporting evidence.

Most employers recruiting business and accounting students are looking for similar transferable skills like teamwork, leadership, problem-solving, analytical, relationship building, entrepreneurial, communication, resiliency, technical / software, etc. We recommend 3-5 bullet points for this section, with each bullet connected to something the employer is looking for, that you have developed, and that you consider a strength. Try to keep most bullets 1-2 lines (3 lines max).

To stand out against the competition, you may consider using the first bullet point as a summary of your experience to highlight years, types of roles, industries, and relevant technical background. The last bullet point is often reserved for listing all the computer software you are proficient in and have experience with (avoid ranking your skill level with adjectives like beginner, intermediate, or advanced as those are subjective.)

**\*samples provided on the following page**



## **AVOID THESE COMMON PITFALLS BY MAKING SURE YOU "DON'T":**

- Don't repeat word for word that's already included under your experience section. Instead, try to focus on high level tidbits of information to entice the reader's curiosity to read the full content of your résumé.
- Don't just list a bunch of random skills on their own. Instead, select transferable skills and provide a specific, tangible example (or a concise summary of 2-3) drawing from your previous employment, academic, volunteer, and/or extracurricular activities.
- Don't make general statements that any other students could also claim. Instead, be specific and quantify!

## Skills Summary / Candidate Profile / Highlights of Qualifications

### Examples



**Analytical Mindset:** Utilized 4 software systems to extract large sets of data creating monthly management dashboard reports, flagging discrepancies for review.



**Collaborative Team Player:** As a co-op student, liaised with 7 teams to oversee 4 interdepartmental projects with an international agriculture company saving \$50K+ annually.



**Communication:** Utilized as a supervisor to train and motivate employees and increase month over month sales for a national retailer.



**Leadership:** 1.5 years of experience as a supervisor in the restaurant industry delegating tasks, training new hires, and resolving customer complaints.



**Organized Leader:** Executive member of a university club delegating tasks to 30+ volunteers, coordinates 5 term events, and manages weekly planning meetings.



**Software:** Proficient with MS Office (Word, Excel, PowerPoint, Access), Sage 50, QuickBooks, PowerBI



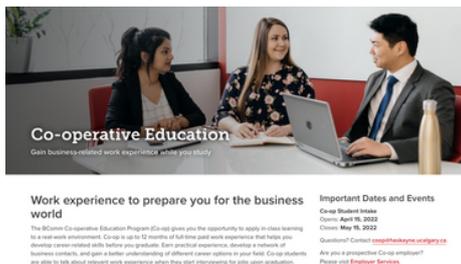
**Teamwork:** Has collaborated with teams ranging from 2-30 members through part-time retail job, 10+ years of competitive sports, and as a member of 3 university clubs.



## EDUCATION

This section should be focused on your post-secondary degree program and cover the basics like your degree title, concentration, name of school and faculty, duration of education & anticipated graduation date. We recommend using the standard format outlined in the below example. Other items that can be included in this section include:

- Minors and/or embedded certificates
- GPA (if 3.5 or higher)
- Awards and/or scholarships
- [Co-operative Education](#) or Internship programs like the [Mitacs Business Strategy Internship \(MBSI\) program](#)
- [International exchange](#) or [study abroad](#) experiences
- Supplementary professional development, courses, and/or certifications taken outside of your degree program



**High School:** We recommend dropping any high school details allowing you more space to focus on your recent employment, university experiences, and activities. As a Haskayne student, it is assumed that you have successfully graduated high school and excelled there. In high school, many business students participated in things like student council, tutoring, and were on the honour roll, etc. These experiences will not set you apart from other candidates in campus recruitment.

*If you are in your 1st or 2nd year, you may decide to use high school experiences in your resume until you gather more recent ones. In this case, you would still not include high school under this header, but rather list these under volunteering or extra-curriculars.*

**Courses:** Likewise, including a list of relevant university courses that are part of your degree program (and concentration) will not differentiate you from your peers. However, you should include things like any minors or embedded certificates, or if you have taken additional courses (professional development or different faculty) that showcase a unique skillset or knowledge.

**Pro Tip:** Be proactive in your academics and career development. Learn how to advocate for yourself and enrich your degree.

**GPA:** During accounting recruitment, competitive candidates will typically have a cumulative GPA of 3.0/4.0 or higher. Although many recruiters will suggest that you always include your \*best GPA on your résumé, **we recommend only doing so if it is a 3.5 or higher.**

Drawing attention to an above average GPA may help you secure an interview, however, drawing attention to an average GPA (even if competitive) may do the opposite. Most employers will require you to include your unofficial transcripts as part of your application where they can figure out the GPA, if necessary.

To put your best foot forward and present your \*best GPA in the most positive light, consider calculating a few different GPAs (cumulative, accounting, last term, last 10 classes, etc.) and use the highest one to your advantage (see example below).

If your GPA is lower due to a specific situation such as a rough first year, transitioning from in-person to virtual classes due to the pandemic, family illness or death, test anxiety, personal issues, or any other external factors, you may want to address this in your cover letter and not include GPA on your résumé. If you have any concerns, connect with a Haskayne CDS for advice.

### KNOW YOUR GPA

- **Do the roles you're applying to have a min. GPA requirement?**
- **Does your GPA calculation match your Unofficial Transcript**
- **Do you know the CPA GPA Requirements? [Check out the CPA Transfer Credit Guide](#)**

#### Example

**Bachelor of Commerce Degree (202#) Sept 202# – Present**

**University of Calgary – Haskayne School of Business**

- Accounting GPA 3.7/4.0 (Cumulative GPA 3.5/4.0)
- Haskayne Co-operative Education Program (Admitted Jan 202#)
- Scholarships & Awards: Dean's List (Winter term, 202#), Alexander Rutherford (\$2,500, 2020), Jason Lang (\$500, 2019)
- Significant Interest in merging data science & business: DATA201 - Thinking with Data, DATA211 - Programming with Data, DATA305 - Computational Statistical Modelling

**BloomBerg Certification**

**Aug 202#**

Organization Provider

**Google Analytics Certification**

**Oct 202#**

Online – Google Canada Inc.



## **EMPLOYMENT EXPERIENCE**

### **What jobs to include**

This section should be in chronological order (most recent job first), and yes, all jobs should be included, even if they were casual, part-time, or unrelated to business or your concentration. Having work experience shows employers that you have gone through a hiring process, have been trained in a work setting, and gained experience working with others and taking direction.

As you progress throughout your degree program, you will likely gain more relevant experience working in a professional office setting, which will carry more weight and make you a more desirable candidate. However, this is not a requirement or pre-requisite, many students are hired who only have seasonal or retail work experience.

### **Use what you have**

Instead of worrying about a lack of experience, focus on highlighting the transferable skills you developed, along with any results or accomplishments. This will allow the employer to connect the dots from your experience to what they are looking for. Avoid the common pitfall of simply listing your job responsibilities, which provides no insights as to your ability to do well in the role you are applying for.

### **Structure**

Each experience should cover your job title, the name of the organization, and dates of employment. You may wish to include the location / city name as well as hours per week to demonstrate time management if working while in school. Ensure all current roles are in present tense and previous roles are in past tense.

### **Bullet Points**

Depending on the role, you may have 3-5 bullet points. Each bullet point should start with an action word, avoiding passive language like “customer service skills developed by ...” or “responsible for ...”. Each bullet point should also focus on a transferable skill, result, or accomplishment and should be quantified by #, \$, %, hrs when possible as it provides context and credibility.

## Showcasing your value

As a student, drafting this part of the résumé can be a challenging process. To create strong bullet points that stand out, they should start with an action verb, focus and highlight a transferable skill and have some sort of result. This is called an "accomplishment statement" (refer to the accomplishment statement resource document)

Ask yourself the following questions for each employment experience to identify where you had a positive impact:

### Did You ....

- ? Make a difference in your school, or community. How did you make it happen?
- ? Save time or money for an organization, client, team, or club?
- ? Discover and fix an error? If so, what?
- ? Come up with a great idea that made a process more efficient? If so, how?
- ? Negotiate rates for a better deal?
- ? Collaborate or secure partnerships for shared resources or funding?

### Received recognition or an award for a job well done

- ? Have you ever been employee of the month?
- ? Did your club win an award that you contributed towards making happen?
- ? Think of positive performance reviews – are there any common themes?
- ? Praised for approaching your work in a way that was different from a colleague or peer or implementing new ideas?

### Organized an event which had a successful outcome like:

- ? Increased attendance?
- ? Securing new or increasing existing sponsorship?
- ? Stayed on or under budget?
- ? Adapted from in-person to virtual?
- ? Received university or local media attention?
- ? Received Positive post-event survey feedback?

**\*Example provided on the following page**

Tutor (Math & Science)  
Self Employed

Sept 2018 - June 2021

- Tutored a few students and helped them get better grades.

Replace with an accomplishment statement like:

- **Planned and led customized weekly tutoring sessions for 6+ high school students each term to support academic goals; 90% of client marks improved by a full letter grade within 4 months.**

**Challenge/Context:** Helping students (clients) increase understanding and comprehension of course content, theories, and concepts

**Action:** Planned, led, customized

**Result:** Students (clients) academic standing and grades improved

**Transferable skills:** organization, leadership, communication, relationship building, entrepreneurial

**Quantifiers:** 6+ students (clients), 90% successfully improved within 4 months *(For more examples and guidance on how to write strong bullet points, please refer to "accomplishment statement document")*

Sales Associate  
Sports Check

Jan 202# –Present

- Provided exceptional customer service through customer shopping experience.

Replace with an accomplishment statement like:

- **Interacted with 100+ customers per shift to answer questions, communicate promotions, and make product recommendations resulting in consistently exceeding weekly sales goals by approximately 10%.**

**Challenge/Context:** Providing strong customer service and sales targets

**Action:** Interact, answer, communicate,

**Result:** Exceeding weekly sales goals

**Transferable skills:** Customer service, communication, persuasion, sales, learning (product knowledge)

**Quantifiers:** 100+ customers (busy, fast paced environment), exceeding goals by 10%



## VOLUNTEER EXPERIENCE & EXTRA-CURRICULAR ACTIVITIES

Depending on the number of experiences you have in these categories, it may be best to combine volunteer and extra-curriculars under one header. However, if you have 2 or more volunteer experiences and 2 or more extra-curricular activities, we recommend splitting these into two separate headers.

Extra-curriculars typically involve sports and on-campus activities like student clubs, case competitions, challenges, hackathons, conference participation, etc. Whereas volunteer experience is generally more so out in the community or a specific volunteer program like UCalgary's Student Union Volunteer Tax Program. Both may include 1-day, short term, or ongoing commitments.

These experiences should be presented similarly to your employment experience and you can ask yourself the [same questions above](#) to help you identify where you had a positive impact:

- Roles in chronological order including your title, the name of the organization or club or competition, and dates of volunteering or participation.
- If an ongoing commitment, you may wish to include how many hours per week you dedicate to demonstrate time management if working while in school.
- Ensure all current roles are in present tense and previous roles are in past tense.
- Focus on the transferable skills you developed along with any results and accomplishments.
- Depending on the role, 2-4 bullet points will usually suffice.
- Each bullet point should start with an action word, focus on a transferable skill, result, or accomplishment and should be quantified by #, \$, %, hrs when possible.



**\*Example provided on the following page**

Accounting Director

Sept 202# - Present

UCalgary Student Club Name

- Responsible for club finances / budget, does all financial statements, and takes care of excel spreadsheet and works with other clubs to save costs.

Replace with an accomplishment statement like:

- **Accurately prepares monthly financial statements, manages a budget of \$5K (preparing forecasts, analyzing actuals, and tracking expenses) and collaborates with 3 clubs to share event costs resulting in savings of \$250+ per term.**

**Challenge/Context:** Managing club finances

**Action:** Prepares, manages, analyzes, tracks, collaborates

**Result:** Accurate financials and using analysis for cost savings

**Transferable skills:** organization, technical accounting, communication, analysis, problem solving, teamwork, relationship building

**Quantifiers:** budget of \$5K, cost savings of \$250+, engaging / collaborating with 3 other clubs

Volunteer Tax Preparer

Feb –Apr 202#

UCalgary Student Union Volunteer Tax Program

- Prepared tax forms and submitted to CRA on behalf of clients.

Replace with an accomplishment statement like:

- **Collected client documentation to accurately prepare 7+ personal tax returns per shift, asking clarifying questions, explaining processes, and obtaining approvals prior to CRA submission.**

**Challenge/Context:** Prepares personal tax returns

**Action:** Collects, prepares, asking, explaining, obtaining

**Result:** Accurate preparation and submission

**Transferable skills highlighted:** customer service, accuracy, attention to detail, technical accounting (tax), and communication.

**Quantifiers:** 7 returns processed per shift



## INTERESTING FACTS PERSONAL INTERESTS

If there is space on your resume, use this section to showcase who are you outside of work, school, volunteering, and extra-curriculars. It shows where you invest your time and can be an opportunity to connect with recruiters or hiring managers on similar interests. You can also use this section for any unique experiences that don't fit into the other headers.

Consider including things that you're obsessed with or passionate about. Think of things that are major parts of your life such as art, hiking, video games, stock trading, food and lifestyle, interior design, travel (living abroad, interacting with different cultures, language skills, etc.), and any other interesting facts that make you, you. If you include this section, we recommend 3 full bullet points and to include playful, descriptive wording and hyperlink if relevant to help you stand out.

### Examples

***Avid Traveller:*** Has visited 14 countries and counting, next stop Thailand 2022 (travel permitting)

***Amateur Baker:*** Enjoys trying and following new desert recipes for family and friends; asked to bake sister's 4 tier wedding cake.

***Artistic:*** Creative outlet through art classes with multiple mediums including acrylic / oil paint, clay, water colours, and graphic design.

***Foodie:*** Engaged in the Calgary food scene by attending new restaurant and lounge openings, seasonal menu and cocktail releases, and an active YELP and OpenTable review writer.

***Hiking Enthusiast:*** Enjoys heading to the Canadian Rockies and summiting mountains on the weekend and climbed Mt. Meru and Mt. Kilimanjaro (highest mountain in Africa).

***Content Creator:*** Launched YouTube Make-up tutorial channel in 2020 with 2K followers.

***PokemonGo Enthusiast:*** Has captured 289 creatures and reached level 54.