

## BEFORE

*Take 10  
seconds and  
compare these  
resumes.*

- ① Read the first 3 sections in this resume. Now read the first 2 sections of the after resume. Which resume is the strongest?
- ② Randy's after resume provides more details about his education in a shorter amount of space.
- ③ This markets him at a higher level and leaves plenty of room to describe his work experience.
- ④ Randy was completing an A.A.S. Degree but had finished his certificate. We used the name of that certificate as the 2nd heading in his after resume.

**RANDY SMITH**  
Route 210, Box 50  
Arlington, Virginia 77772  
(555) 555-5555

### OBJECTIVE:

To obtain and secure a challenging entry level position in accounting.

### EDUCATION:

1996, A.A.S. in Accounting, Baylor Technical College

\* Courses: Computer Applications, Typing, Human Relations

1994, Diploma, Garland High School

\* Courses: Math, English Computers

### RELATED TRAINING:

#### Accounting Courses

\*Accounting I & II

\*Payroll

\*Managerial Accounting

\*Fundamentals of Tax

\*Cost Accounting

\*Financial Accounting

#### Computer Courses

\*Keyboarding

\*Computerized Accounting I & II

\*Excel 5.0

\*Lotus 1-2-3

\*Turbo Tax

#### Other Relations

\*10-Key by touch

\*Business English

\*Business Math

### WORK HISTORY:

1996, Baylor Technical College Library

1994, Madison Park Greetings

## AFTER

**Randy Smith**  
Route 210, Box 50  
Arlington, Virginia 77772  
(555) 555-5555

### Seek an Accounting position utilizing an:

A.A.S. Degree in Accounting (August, 1997) combined with my  
Office Assistant experience.

### Paraprofessional Certificate in Accounting

1,040 hours - Full Cycle Accounting (3.0 average) including:

<u>Accounting I, II</u>	<u>Computer Applications</u>	<u>Business Math</u>
G/L, A/P, A/R	Quarterly Reports	Percents/Discounts
Financial Statements	Lotus, Excel, TurboTax	Prorating/Commissions
Depreciation	Word, WordPerfect	Bank Reconciliations
Financing	Automated Reports	Electronic Calculators
Debt & Equity	Billing/Invoicing	10-Key by Touch

### Recordkeeping & Office Administration

#### **Processing of Past Due Notices**

Worked under the direction of the Assistant Librarian, processing daily past due notices.

- Verified grace periods, prepared tracking cards and late notices, maintained tickler system, followed up on 1st & 2nd due notices.
- Trained students in processing of notices (Baylor TC Library).

#### **Office Assistant**

Served as assistant for school with 50 faculty and 1,000 students.

- Sorted incoming mail and special notices for distribution to staff.
- Answered staff / student questions and directed to appropriate departments (Garland High School).

#### **Front Office Reception**

Handled 5 incoming lines with 40 extensions, transferring calls to the Principal, Assistant Principal and administrative staff.

- Took messages for instructional staff (Garland High School).

#### **General Office / Filing**

Worked under direction of the Credit Manager, filing credit reports alphabetically and numerically.

- Purged and boxed files as system became overloaded (Madison Park Greetings).

*Read the 4th section in the before resume. Compare it to the 3rd section in the after resume.*

- ① The before resume doesn't describe what Randy did at the library, greeting card company, or at his high school.
- ② Describing what Randy did in these 3 jobs that was accounting and office oriented is much stronger than not describing them.
- ③ Even though Randy is a recent high school graduate this resume doesn't look it. It pulls together the best of his education and combines it with his office experience.