

# Experienced Professional Resume Style Guide

## UNC Kenan-Flagler – Master of Accounting Program

Your resume is typically the first impression you make as a candidate, and it should be an accurate representation of yourself - your academic, professional, and extracurricular experiences. A traditional business resume is always **one page**, but for experienced professionals who have over 10 years of experience, two pages can be warranted. The following are some general guidelines that we recommend specifically for **experienced professionals**. We recommend you utilize these suggestions in addition to our general MAC Resume Style Guide.

### **GENERAL FORMATTING GUIDELINES:**

- Times New Roman (preferred)
- Font sizes: Name, 12; Major Section Headings, 12; Text: 10.5
- Narrow margins (0.5”) are recommended; however, feel free to adjust the margins to keep your resume to one page.

### **CONTACT INFORMATION:**

- Include your first and last name, telephone number, email address, and personalized LinkedIn URL.
- Your full address isn't required, you can simply use city/state.
- Ensure the outgoing message on your voicemail states your name and instructions for the caller briefly and professionally.
- Remember to [customize](#) your LinkedIn URL.
- You can use your Kenan-Flagler Business School email account, but if you use another, make sure that it is a professional address and regularly check. Keep in mind that you might not have access to your Kenan-Flagler account after graduation.

### **PROFESSIONAL SUMMARY (OPTIONAL):**

The primary purpose of a professional summary statement is to provide the reader with a quick overview of your skills and achievements. This section is optional and should only be utilized by individuals with **substantial** professional experience. We recommend using the paragraph and bullet combination. The paragraph should summarize your experience, while the bullets should summarize relevant skills. This statement should enable employers to gain an immediate sense of your unique value proposition. Resume real estate is valuable - so if you opt to utilize a professional summary statement, make it count! Keep it engaging - this statement should entice the reader to keep reading your resume.

- The paragraph and bullet points offer an opportunity to introduce key words that are closely associated with a particular job, industry, career, or job description.
- Do not reiterate points already stated within the resume.
- We recommend a minimum of 6 bullet points.

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### PROFESSIONAL SUMMARY

This section is optional and provides individuals with **substantial** professional experience an opportunity to highlight significant experiences, qualities, and skills. Summary statements should engage the reader and differentiate you from individuals who share similar credentials. They should be brief, well-written, and not reiterate points already stated in the resume.

- Strategic Planning
- Risk Management
- Financial Analysis
- Financial Forecasting
- Business Development
- System Implementation
- Business Communication
- Data Analytics
- Cost Management

### EDUCATION:

- Remember to update your anticipated graduation date.
- You may list GPA, but only if it's above 3.5 (optional)
- Remember to brand yourself with both UNC and Kenan-Flagler Business School.
- Listing your concentration under or next to MAC is optional. It is good to highlight if it supports the position you are pursuing, but it is OK to leave it off as it could limit the scope of your opportunities if you have broader employment goals.

### EDUCATION

**UNIVERSITY OF NORTH CAROLINA, Kenan-Flagler Business School** – Chapel Hill, NC

June 2024

**Master of Accounting Candidate**

May 2010

**UNIVERSITY OF NORTH CAROLINA at Chapel Hill** – Chapel Hill, NC

**Bachelor of Business Administration**

- Magna cum laude (*this distinction should always be lower case*)

### EXPERIENCE:

- List any professional experience in reverse chronological order with most recent experience first.
- If you held different roles within the same company, it's a good idea to highlight progression. List years of full tenure flush right on the same line as the company name. List years for each position after position title. Do not repeat the company name.
- Lead with action verbs and avoid phrases such as "Responsible for," "Duties include," or "Assisted with"; instead, use action verbs to describe responsibilities and the skills gained through these activities/duties.
- Use present tense for current positions and past tense for past jobs and responsibilities. You may add a past tense description for an event that happened and concluded in the past in your current role.
- When possible, quantify your accomplishments using numbers, dollar values or percentages. Think about frequency, range, and scale.

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### EXPERIENCE

2017 - Present

**CHASE BANK** – Raleigh, NC

**Vice President – Financial Reporting**

- Saved company \$25 million through detailed analysis and reports of unprofitable acquisitions.
- Created and delivered monthly financial reports, forecasts, and budgets to 70 businesses; reviewed variance explanations and ensured consistency and compliance.
- Provide guidance regarding treatment of complex financial transactions and ensure 100% financial statement disclosure quarterly.
- Develop and implement production calendar for financial reporting cycles.
- *(Focus on impact over general responsibilities. Make sure each of your bullet points starts with a unique action verb and contains an action and result similar to bullets above. Quantify as much as possible.)*

**RED HAT** – Washington, DC

2007-2017

**Vice President of Operations (2012-2017)**

- Developed and implemented a sales plan to achieve over \$1.5 million in sales and profitability objectives with a focus on retail loans, deposit production, and fee income generation.
- *(Show various positions under 1 employer with dates to show career progression if applicable)*

**Acquisitions Analyst (2007-2012)**

- Led and collaborated with associates to develop and implement successful marketing strategies to attract over 50 new and existing clients.
- Performed in site selection, due diligence review, underwriting, and corporate approvals for new land acquisitions for the development of nearly 75 new homes.

### ADDITIONAL:

- This section is designed to be a "catch-all" that outlines anything else you want to highlight about yourself.
- It's essential to be precise regarding language proficiency.
- Look at the job descriptions of roles that you are interested in and include relevant technical skills as applicable.

### **ADDITIONAL**

- Professional certifications [CPA, CFA]; professional assoc. memberships.
- Native Spanish speaker; Conversational Portuguese [Use: Native, Fluent, or Conversational]
- List non-student leadership activities, volunteer leadership, awards or unique elements.
- List technical skills only if relevant to role; never list Microsoft Office suite skills.