

Resume Tips

Follow these guidelines for an effective UW resume.

a sample resume

Jane Q. Candidate

0000 Main Street
Anytown, WA 00000

Tel: (206) 000-0000
Email: jane@home.net

QUALIFICATIONS

Financial Analysis Skills. Financial reporting, budgeting, profitability and performance measurement.

Accounting Skills. Accounts payable, accounts receivable, grant and contract accounting. UW financial system FIN.

Computer Skills. Access, Excel, Word, Quicken, Power Point.

Office Skills. Office management, correspondence, transcription, file maintenance. Type 60 wpm.

EXPERIENCE

Fiscal Specialist, University of Washington, Seattle. Aug 1998 - present. Full charge processing of all accounts receivable and payable. Manage petty cash and office supply expense accounts. Established several database/spreadsheet report processes. Maintained grant budgets using Access and Excel.

Finance Specialist, International Corporation, Seattle. Jan - Dec 1997. Prepared regulatory statements for domestic and international affiliates; audited and reconciled various pension accounts.

Accounting Manager, Transportation Programs, Oak Park, MI. Jul 1995 - Dec 1996. Supervised accounts receivable and accounts payable clerks. Created financial reports including asset and inventory control. Primary contact for vendors and contractors. Prepared Power Point presentations for management.

Office Assistant, Academe Consulting, Detroit, MI. Jan - Jul 1995. Maintained small office with primary reception for the company. Handled tax and business forms; created correspondence and files.

EDUCATION

Master of Science, Finance, Wayne State University, Detroit, MI 1994
Bachelor of Arts, Psychology, University of Washington 1990

References: Available upon request.

Substance vs. Style. To be considered, your resume must be pasted—*text only*—into the resume box, so remove italics, underlines, shading, bullets, or other graphics. Remember, do not attach your resume as a separate file.

Be Easy to Contact. Place your contact information in full view at the top of the page.

Make it Comprehensive. This resume may be viewed for multiple openings, so exclude references to specific jobs.

Be Accurate and Complete. For each job, detail your duties, and include work dates (*starting and ending month/year*).

The Key to Key Words. A long list of skill words won't highlight your experience. Instead, use key words in a meaningful way within your resume.

Be Clear. Use concrete, descriptive words and phrases.

Make it Relevant. Include all education, experience, and skills relevant to the type of job you are seeking.