

### Chronological Resume Format with Guidelines

Name  
 Address  
 City, State, Zip Code  
 Phone Number (home or cell number)  
 Email Address

#### Objective (optional)

Your objective should be a maximum of one-to-two sentences. Be sure to tailor your objective to the position you are applying for and do not use “I” statements here.

#### Skills / Technical Skills or Summary of Qualifications

Include three-to-five bullets tailored to the job listing.

Highlight your qualifications. (Focus on the preferred or required qualifications from the job listing).

#### Education

Major, Type of Degree, graduated	Name of University	City, State	Year
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- GPA if 3.0 or above
- Relevant coursework
- Any academic achievements

#### Experience

Position/Job Title	Company	City, State	00/0000 to present
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- Use present-tense action verbs to describe current job (for example, complete, manage, write, facilitate, develop). Use past-tense action verbs to describe past jobs (for example, completed, managed, wrote facilitated, developed).
- Start with most recent job first, list experience in reverse chronological order
- List volunteer work/leadership roles/internships

#### Professional Affiliations/Memberships/Awards

- List professional associations, clubs, and volunteer experience (if not listed in Experience section above).

Note: Include a separate sheet of references. List 3-5 professional references. Include name, contact information, and format the references like your resume header, position, company, and phone number for each reference. Include an email address for each reference if possible.

## Chronological Resume Example

**Tamara Todd**  
234 Main Street  
Brooklyn, NY 01010  
222-123-4567  
TamaraTodd@gmail.com

Highly organized and detail-oriented accountant with exceptional track record of accurately handling financial and tax reporting in fast-paced environments to meet client needs.

### EMPLOYMENT

**Internal Auditor**, Technology Corporation, New York 9-2011 – Present

- Execute and document financial, operational, and information technology system audits at corporate and foreign locations in accordance with GAAP accounting standards, COSO internal control framework, and SOX compliance
- Perform reviews of key internal control procedures to determine adequacy and effectiveness in connection with SOX testing
- Perform revenue recognition and VSOE testing
- Perform audit of general computer controls identifying and evaluating the risks of system implementations and upgrades, reviews of data centers, change control procedures, and user access testing at the application and database levels
- Participate in specialized company task forces
- Perform due-diligence reviews for new acquisitions
- Develop internal controls, anti-fraud programs, and risk-mitigation strategies

**Senior Accountant**, Local CPA Firm, Brooklyn, New York 9-2010 – 9-2011

- Completed all areas of tax preparation including corporations (1120, 1120S), partnerships (1065), individuals (1040), trusts (1041), payroll (940, 941, 944, 945), and various state filings
- Facilitated audit, review, and compilation engagements in accordance with GAAP and other comprehensive bases for management within tight deadlines
- Completed fraud and forensic accounting, and litigation support services
- Facilitated employee benefit plan audits
- Performed inventory audits of manufacturing and commercial clients
- Mentored and trained new associate-level staff members
- Implemented improvements to processes and increased client productivity
- Assisted clients with bookkeeping services

**Staff Accountant**, National CPA Firm, Brooklyn, NY 9-2007 – 9-2010

- Experienced in all areas of tax preparation including corporations (1120, 1120S), partnerships (1065), individuals (1040), trusts (1041), and various state filings
- Facilitated audit, review, and compilation engagements in accordance with GAAP and other comprehensive bases for management within tight deadlines

## Resume Guidelines & Templates

- Provided audit and accounting services to various entities as required by the Department of Housing and Urban Development (HUD) and the Michigan State Housing Development Authority (MSHDA)
- Provided audit and accounting services to various entities as required by the Securities and Exchange Commission (SEC)
- Facilitated employee benefit plan audits
- Performed inventory audits of manufacturing and commercial clients
- Assisted clients with bookkeeping services

### CERTIFICATIONS

- Certified Financial Manager (CFM), June 2007
- Certified Fraud Examiner (CFE), April 2008
- Certified Internal Auditor (CIA), June 2010

### EDUCATION

University of Pennsylvania, Philadelphia, Pennsylvania

Total Credit Hours: 160 semester hours, Grade Point Average: 3.56/4.00

Dual Degrees: Bachelor of Science in Business Administration and Bachelor of Science, 2008

Majors: Accounting and Finance

Minors: Business Administration and Legal Studies

### CONTINUING PROFESSIONAL EDUCATION

Completed over 250 hours of continuing professional education through web-based training, seminars, on-line virtual training, and in-house presentations in the areas of ethics, audit, tax, fraud examination, governmental accounting, financial planning, and SEC auditing.

### COMPUTER SKILLS

1040Scan, ACL, Active Data, Actuate, Adobe Acrobat, BNA Interactive Forms, CaseView, CaseWare Working Papers, Concur, FirmFlow, Fixed Assets CS, GoFileRoom, HTML, IntelliForms, Lotus Notes, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Word, OMNI, Oracle, ProSystem fx Engagement, ProSystem fx Fixed Assets, ProSystem Knowledge Coach, ProSystem fx Office Tax, ProSystem fx Trial Balance, QuickBooks, SAP R/3, SharePoint, and SPSS

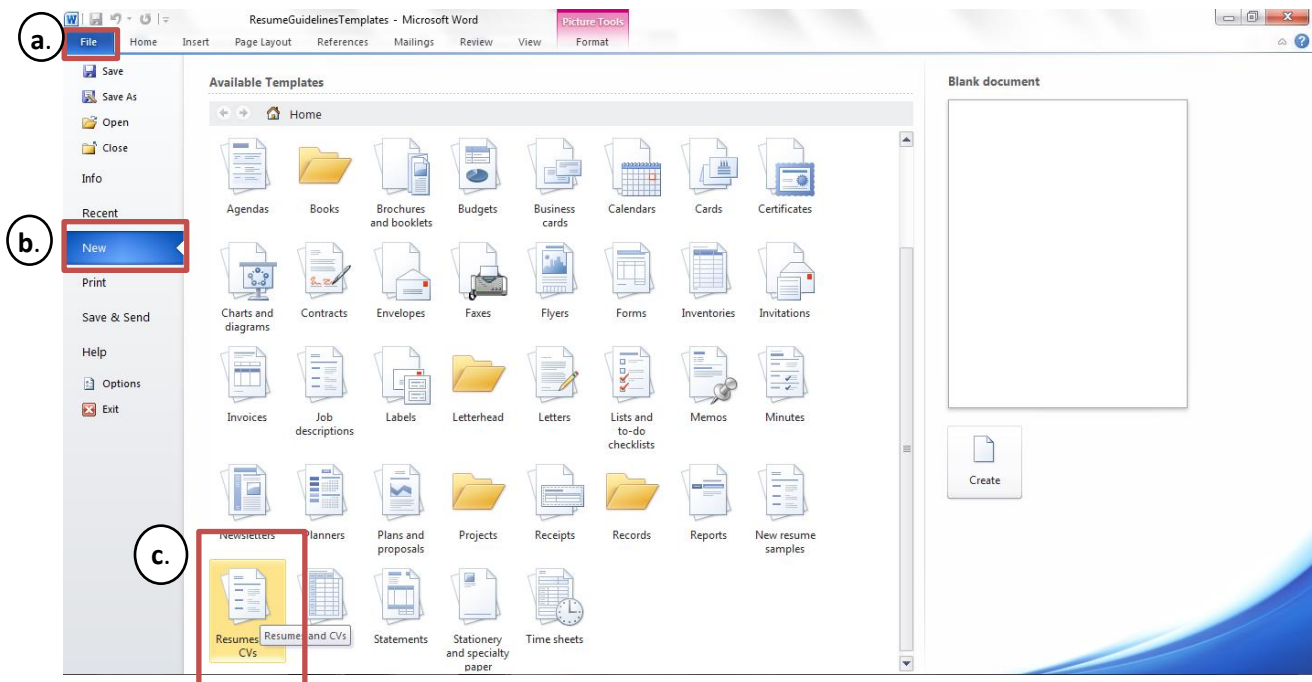
### PROFESSIONAL ORGANIZATIONS

- Association of Certified Fraud Examiners (ACFE)
- Association of Certified Anti-Money Laundering Specialists (ACAMS)
- Brooklyn Chamber of Commerce
- The New York State Society of Certified Public Accountants (NYSSCPA)
- Toastmasters International

### Resume Templates

Microsoft Word offers a good selection of resume templates. To access these templates:

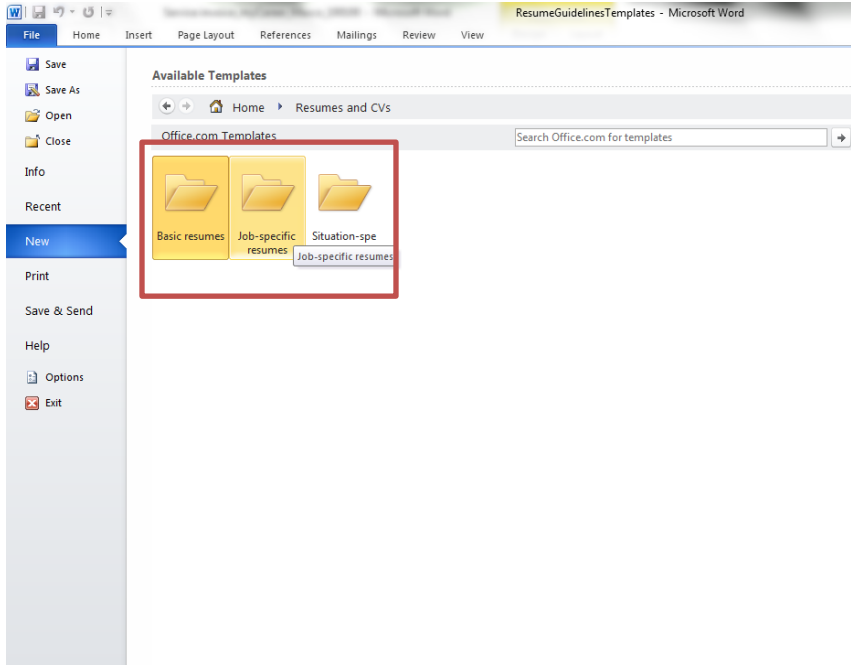
1. **Open Microsoft Word, then click:**
  - a. File
  - b. New
  - c. Resumes and CVs



## Resume Guidelines & Templates

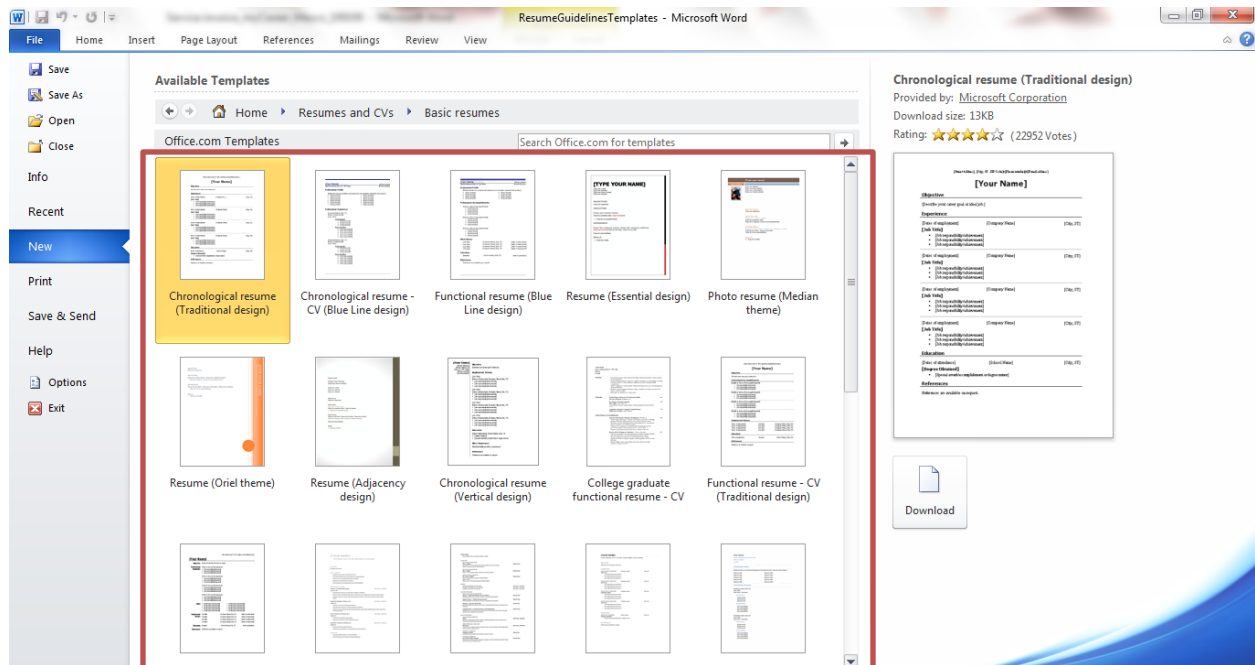
**2. Click on one of the three options to access a variety of resume templates.**

- Basic resumes
- Job-specific resumes
- Situation-specific resumes



## Resume Guidelines & Templates

### 3. Browse the available resumes, and select one that will best match your needs.



### 4. Double click on your selected resume template.

### 5. Type over the text in the file to create your own, personalized resume.

### 6. Refer to the examples at the beginning of this document for ideas about what to include and how to organize your resume.