



SDSU Student Accounting Society

Meeting Minutes: Deloitte Resume 101

9/9/2019

Presenters: Sarah Moynier (Tax Recruiter), Sarah, Nick, Emily (Audit), Karina (Tax)

Presentation:

Part 1: Resume

- What is a resume
 - 1 page summary of skills, education, hobbies, or any important information for recruiters
 - Brainstorm content
 - Get your foot into the door
- Resume Content
 - Contact Information
 - At the top
 - First, Last name
 - Mailing address: include personal address
 - Email: include personal email
 - Phone number: **Empty voicemail**
 - Objective
 - **Optional**
 - Mission statement (who you are)
 - Concise
 - Might include: current position, interests, skills, organizational type
 - Tailor towards position that you are applying for
 - Education
 - University name, avoid acronyms
 - Date of when you start college, proposed graduation date
 - GPA, Major GPA
 - If low, maybe include reason in cover letter or during meeting
 - CPA Eligibility Date (Month, Year)
 - Experience
 - Pull characteristics from previous experiences
 - Relate to position's needs and descriptions
 - Use general, understandable terms

- Types of experience examples
 - Work, Volunteering, School Activities
- Describe experience with duties and accomplishments
 - Begin each line with action verb
 - 3-5 bullet points per job description
 - Use verbs and concrete examples
 - Short and concise
 - Use metrics and numbers to display impact when possible
- Additional Information
 - Honors, activities, other skills, hobbies, coursework, research
 - Make sure relevant to position
 - Consider putting ahead of work experience if more relevant for position
- Guidelines
 - 1 page if possible
 - Be concise, but descriptive
 - 8.5" x 11" paper, high quality ink
 - 10-12 pt., easy to read font
 - **PDF format** for same format across computers
 - Email to friend to make sure it looks correct
 - Clear file name (Name, Resume, Month/Year last updated)
- Summary
 - Research the company
 - Understand the position
 - Tailor resume for the position you are applying for
 - Make sure resume is perfect
 - Proofread by others
 - **Convert Resume to PDF**

Part 2: Personal Brand

- Personal Brand
 - Knowing what you want to be known for
 - What makes you unique
 - Greatest Strength
 - Differentiate yourself
- Elevator Pitch
 - Delivers personal brand
 - Expresses who you are, what you do, how you are different
 - Intriguing but concise
 - Know your audience
 - Tailor your approach
 - What makes you stand out
 - Why are you a good fit for the position
- **What makes you unique**

Recruiters

- Sarah Moynier (Tax Recruiter)
 - smoynier@deloitte.com
- Tracy Carneal (Audit & Assurance Recruiter)
 - tcarneal@deloitte.com

Questions: