Meeting Minutes
Deloitte
September 29, 2015

Presenters:
Audit Partner - Davis
Tax manager - Scott
Audit senior - Alexia
Audit senior assistant - Cameron

Presentation & Notes:

Resume development

What is a Resume?

- One page summary; education, skills, accomplishments
- Keep a file on your job experiences for updates/references

Contents and organizations

- Length: keep it to 1 page, be concise, what are the main points?, use action verbs
- Paper: regular size 8.5 x 11
- Sending by e-mail: use professional email, make sure format displays nicely

Sections

- Content/info
- Objective(optional) - maybe state the position you’re applying for; full time, internship, or leadership position?
- Education - CPA eligible date determines when you can be a full time hire
  - Emphasize on GPA
  - If it’s low, it’s okay to leave it out but be prepared to explain
  - Look for audit and intermediate accounting grade instead of overall
- Experience
  - Class projects
  - Community involvement/volunteer
  - School honors
  - Internships
  - Leadership positions
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○ Research
● Additional sections: extracurricular/things that make you standout
  ○ Show what makes you unique
  ○ Can be use as “conversation piece” during interviews

Resume Tips

● Have someone review it
● accomplishments are stronger than tasks

Questions?

● How important are cover letters?
  ○ Don’t read it much, use it to communication a specific point/experience
  ○ Ex. variance in grades, can make you standout if use efficiently
● If you have a high GPA, is it helpful to attach your transcript as well?
  ○ It is not necessary. Transcripts are requested upon hired. If there is anything that need to be addressed, you can use a cover letter instead.