Meeting Minutes
Deloitte
September 16, 2014

Presenter:
Monica Stoner (Audit recruiter)

Presentation & Notes:
Building a Better Resume

Helpful Hint #1
Many times we get asked, “How do you select from all of the resumes that are submitted?”
- Meet professionals and talk to them so they know you!

Resume essentials
- Before you begin, create an outline of your skills and abilities, work experience and extracurricular activities
- Review job description for the position of interest
- Resumes generally include
  - Contact information
  - Objective or summary
  - Education
  - Work experience
  - Other information

Contact information
- All contact information should be included at the top of your resume
  - Avoid nicknames
  - Address and phone number (permanent and school)
  - Email address
  - Remember to use a professional address and voicemail message

Objective or summary
- An objective tells potential employers the type of work you’re hoping to do
- Be specific- identify the position and type of employment (full-time, internship, co-op, externship)
  “To obtain a full-time audit position with a Public Accounting firm”
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Education
• Include:
  o University attended
  o Type of degree (Bachelors/ Masters)
  o Major or concentration
  o Graduation date
  o GPA- Cumulative and Major
  o Mention academic honors and study abroad
  o List relevant coursework, related to the position for which you are applying
  o Include the Student Accounting Society!

Helpful Hint #2
  o Include your GPA (good or bad)
  o It’s important for recruiters

Work Experience and Group Projects
• Chronological resume (start with your most recent job)
• Title of position
• Name of organization
• Location (city, state)
• Dates of Employment (month/year)
• Describe your work responsibly and relate specific skills to the position of interest
• Use action words

Involvement, Leadership and other information
• Professional organizations
• Special skills or competencies
• Leadership experience, community involvement, team activities, hobbies, etc.

General formatting
• Use neutral colored paper
• Print on one side
• Use basic fonts
  o Times New Roman
  o Arial
  o Garamond
• Do not use horizontal or vertical lines for scan-able resumes
• No shading or graphics
• Do not fold or staple your resume
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- One page 8.5’ x 11’
- Limit use of bold and underline styles

Other useful tips
- Accomplishments are stronger than tasks
- Strengths are stronger than skills
- One resume is not enough; you should make sure that you make your resume relevant to the position you’re seeking (print multiple copies and give them to every professional you meet)
- ALWAYS have someone review your resume before printing it (spell check/ proofread)

Recruiting Schedule
- SDSU Meet the Firms will take place on Friday, October 2nd
- On campus interviews will take place on October 16th for both Audi and Tax
  - Apply on Career Services AND Deloitte’s website

Questions:
What do you look for in a cover letter?
- The position you’re looking for
- The office location you’re looking for
- If you met individuals at Deloitte (mention their names)

Can you apply for both audit and tax?
- We really prefer that you pick a preference and choose between the two service lines

How important is the cover letter?
- We require the resume and cover letter, but the cover letter is unique.
- If a firm asks you to include a cover letter, it’s important to show that you’re different and set yourself apart from others.

What opportunities do you have for forensic accounting?
- Forensic accounting job positions are not posted on SDSU career services
- However, you can apply on Deloitte.com and the recruiting team will reach out to you!