



THE TOOLS TO MOVE UP
THE CANDIDATE TOOLKIT



Together, we are Roth Staffing Companies.



WRITING THE PERFECT RESUME

Resume Development

I. THE RIGHT RESUME

Our guide to writing a resume

Your resume is the principal tool a potential employer uses to decide whether or not it is worth their time to interview you. Since it starts by being selected for an interview, your resume should be error-free and stand out from the others. The goal of your resume is to beat out the competition in obtaining that first interview. Are you **“Resume Ready?”**

HERE ARE THE TOP 10 DO'S AND DON'TS

DO:

1. Format your resume into recommended categories: Professional Experience, Education & Certifications, and Associations.
2. Utilize a Skills Summary at the top of the resume, not an objective statement.
3. List professional experience for the past 10 years.
4. Include one or two sentences describing the company, industry, size and relevant factors.
5. Create a short paragraph highlighting each position's scope of responsibility.
6. Use bullet points to highlight accomplishments, not tasks.
7. Clearly identify measurable results and accomplishments: dollars saved, percentage increases or decreases, time it took to accomplish the goals, etc...
8. Use action verbs: initiated, established, analyzed, executed, organized, etc...
9. List Education, Certifications and Associations last, unless you have less than 10 years of experience.
10. Keep your resume to 2 pages and print on white or off-white paper with basic fonts of 10 -12 points.

DO NOT:

1. Add personal information (height, personal descriptions, etc.), hobbies, or taglines (like “References Upon Request”).
2. Advertise negative and unnecessary information: laid off, fired, reasons for leaving, or previous salaries.
3. Write in the first person – “I”, “me”, “my”.
4. Embellish or stretch the truth regarding dates of employment, duties, accomplishments, or experience.
5. Allow spelling mistakes or grammatical errors on your resume, which shows a lack of attention to detail.
6. Use long, in-depth paragraphs to describe experiences.
7. Make your experience read like job descriptions – don't just list tasks and duties.
8. Use passive language that lacks action.
9. Complicate your resume with overly creative organization and formatting.
10. Use poor or flashy resume paper or MSWord background graphics.

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 Centerville, USA 010101
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Summaries are a highly effective way to highlight.

SUMMARY OF QUALIFICATIONS

- Proficient on MS Office Suite
- Excellent communication skills
- Typing speed approximately 60 WPM
- Experienced switchboard operator
- Proven reliability
- Excellent attention to detail

PROFESSIONAL EXPERIENCE

Start with your Professional Experience if you have 5+ years of on-the-job experience; otherwise, start with your Education.

NUTS & BOLTS TECHNOLOGIES, INC.

A \$100 million publicly traded technology company, with locations throughout the country is the leading supplier of wing-dings and do-dads for the whatchamacallit industry.

Executive Secretary

Focus should be on your title, not your time frame. Note that the dates should be on the right.

Duties: Was the secretary assistant to an executive in the Quality Control department. Specific tasks included dictation, word processing, some project planning, and the handling of all travel arrangements.

Results:

- Saved the executive 10-15 hours per week by taking over many of his phone and scheduling responsibilities. Eliminated travel and expense report errors that saved hours of executive time, and thousands of dollars in company expenses.
- Improved executive's PowerPoint presentations, improving the department's image.
- Optimized executive's job much easier.

Keep your Achievements concise, and highlight your measurable accomplishments.

Note that all bullet points are only one sentence and are rich in number and recognized acronyms.

SILICON PEAKS & VALLEYS, INC.

A local reseller, specializing in the repackaging of thingamajigs and electro-knickknacks for the computer industry.

Word Processor

July 2001 to May 2004

Duties:

Company Description should be one or two sentences, including industry, size, and other relevant factors.

- Word processing and spreadsheets for various departments within the organization.
- Transcribed dictation, processed documents, and handled correspondence from correspondence to procedural manuals to technical specifications and printing documents.

Responsibilities should accentuate your specific contributions.

Results:

- Attention to detail reduced word processing errors by 10% throughout the department
- Processed the company's new procedural manual ahead of deadline, saving thousands of dollars in printing and training costs.
- Set a positive work environment and increased productivity throughout the department by 15%

Try to have each bullet begin with an action verb.

AUDITS R US, LLC

A “Big Four” CPA firm, specializing in major technology industry clients.

File Clerk

Summer of 2000

KNEE DEEP, INC.

Pet supply distributor and reseller

Inventory Clerk

1999 - 2000

THE PIGGY BANK

A regional banking company, serving the West Coast and Hawaii.

Teller

1998 - 1999

List your Experiences going back further than a decade this way. Note that details are not necessary. Provide a very brief company description, job title, and dates.

EDUCATION

1999 Associate Degree in Business Administration
Municipal Junior College

1978 Honor Student
Centerville High School

For Education, list your degree first, then your academic institution, unless the school is noteworthy, such as Harvard, Stanford, or any Ivy League college.

The year you graduated is important.

Jane Doe

9876 Accural Way, Month End, MO 45678 • h: (555) 456-7890

SUMMARY

Certified Public Accountant, MBA in Finance with 16 years of diversified experience in financial and operational management seeking executive or top senior level position. Specific responsibilities have included successful:

- Financial Planning & Analysis
- Budgeting & Forecasting
- Customer Service
- Investor Relations
- Accounting Management
- Treasurer Responsibility
- Customer Training
- IT Implementation
- SEC Reporting
- Legal Consulting
- Web Operations
- Office Management

Proven accomplishments include:

- Cost savings of more than \$2.7 million
- Chief financial advisor on M&As totaling more than \$1.8 billion
- Reduced expenses by an average of 11%, headcount by 17%
- Created relationships with investment banking firms, raising more than \$200 million in capital

PROFESSIONAL EXPERIENCE

Kazoo! Corporation (a Fortune 500 media company)

2002 – Present

Vice President of Finance

Responsible for directing all financial and IT functions including oversight of budgeting, planning and analysis, and financial policy administration. Work directly with the CEO on strategic planning and corporate direction. Significant accomplishments include:

- 14% reduction in S, G & A expenses
- 17% reduction in headcount
- Implementation of Sarbanes-Oxley with no identified weaknesses
- Development of automated software revenue recognition system

Note exact tasks.

Don't Do, Teach Company (an educational content company)

2000 – 2002

Corporate Controller

Responsible for directing all financial and IT functions including oversight of budgeting, planning and analysis, and financial policy administration. Work directly with the CEO on strategic planning and corporate direction. Significant accomplishments include:

- Increased profitability of the customer training function by 1000%
- Developed strategic plan for sale of business, including long-range forecast
- Negotiated sale of the business (formerly known as Alphabet Company) to S&P small cap 600 company
- Created relationships with tier I and tier II investment banking firms
- Raised over \$200 million capital from several tier I venture capital firms
- Establishing multiple lines of credit through nationwide commercial banks

Note exact figures and percentages.

Sarbanes Costly (a Big Four CPA firm)

1998 – 2000

Senior Audit Manager

Responsible for managing audit and business advisory services to clients in the software, e-business, and other high-tech industries. Recognized clients included XYZ Software Inc., ABC Corp, Any Company Inc., and AAA International, Inc. Significant accomplishments include:

- Assisted companies with public offerings and spin-offs
- Consulted on mergers & acquisitions strategies
- Public speaking on revenue recognition, the SEC, and the process of going-public
- Board presentations on audit and technical accounting issues

Knee Deep, Inc. (a nationwide mortgage banking company)

1994 – 1998

Controller

Responsible for directing accounting, finance, treasury, tax compliance and cost accounting functions. Significant accomplishments include:

- Increased profitability of the customer training function by 1000%
- Developed strategic plan for sale of business, including long-range forecast
- Negotiated sale of the business (formerly known as Alphabet Company) to S&P small cap 600 company
- Created relationships with tier I and tier II investment banking firms
- Raised over \$200 million capital from several tier I venture capital firms
- Establishing multiple lines of credit through nationwide commercial banks

Audits R Us, LLC (a Big Four CPA firm)

1990 – 1994

Audit Manager

EDUCATION

- **Masters in Business Administration** with emphasis in Finance, San Quentin University. 1996
Graduated first in class.
- **Bachelor of Science in Business Administration** with Distinction in Accounting, Milquetoast College. 1990

AFFILIATIONS/CERTIFICATIONS

- **Certified Public Accountant**, State of California
- **American Institute of Certified Public Accountants**
- **California Society of Certified Public Accountants**

Try to keep everything under 2 pages.