

How to Make Your Resume Resonate

By Robert Half/Accountemps

Don't let a weak resume keep you out of the running for a job.

Most chief financial officers (CFOs) are optimistic about hiring for the coming quarter, according to the latest [Robert Half Financial Hiring Index](#). With hiring managers receiving so many resumes, what can you do to make sure yours stands out? Whether you're a new graduate or a seasoned professional, the following tips will help you create a resume that can help you move one step closer to the interview process.

- **Fill gaps in your employment history.** If your resume is vague or incomplete about your work history, a hiring manager may think you're deliberately trying to conceal information. Many people have been unemployed for a long period due to the recession, and employers understand this. But it's important to explain what you've been doing while out of a full-time job. For instance, if you've been working part-time or as a consultant; volunteering; or taking classes, include that information.
- **Provide clear job descriptions and show results.** Explain the responsibilities you had in a previous job and how your work contributed to the company's overall success. If you provide scant or foggy details about your former duties, a potential employer may think your experience isn't relevant for the job you're applying for.
- **Watch typos and misspellings.** Even the most experienced professionals have made careless – and costly – mistakes when submitting their job application materials. Don't be among them. Research by Robert Half shows many executives are not inclined to hire a candidate who submits a resume with even just one or two typos in it. Also, if your resume is disorganized or otherwise sloppy in its presentation, you could come across as lacking both professionalism and good communication skills.
- **The finishing touches:** Take time to tailor your resume to each job you're applying for. Positioning the information in your resume in a way that shows how your skills and experience are well matched for a particular role makes it easy for a hiring manager to understand why you could be a strong candidate.

And don't forget to include a well-written cover letter, if you have the opportunity. This is not always possible when applying for jobs online, but when you're able to include a short paragraph or two within the body of your email or the space on a job application allotted for "comments," go for it. The cover letter allows you to expand upon your strengths and accomplishments and express why you believe you're the best person for the job. It also can shine a spotlight on your communication skills, which many employers greatly value and specifically look for in candidates today when hiring for accounting and finance roles.

Accountemps is the world's first and largest temporary staffing service specializing in the placement of accounting, finance and bookkeeping professionals. The company has more than 350 offices worldwide and offers online job search services at www.accountemps.com