

HOW TO MATCH YOUR RESUME TO THE JOB YOU WANT

You spent hours – maybe days – crafting a resume you thought was perfect, but you’re not getting any responses from employers. No single resume is perfect for every job; it needs to be tweaked and customized every time you apply. This graphic shows you the three important areas you should be focusing on in a job ad in order to tailor your resume for that specific role. Improve your odds of catching the attention of the hiring managers and applicant tracking system as they scan incoming applications.

WHEN YOU FIND A JOB POSITION YOU LIKE, LOOK FOR THESE THREE FACTORS WHILE YOU REVISE YOUR RESUME

ROLE MATCH

Your “target job title” should match the title that is being advertised and go toward the top of your resume to catch the eye of the hiring manager and any application tracking system (ATS) that’s searching for a match.

VALUE MATCH

Find overlap between your previous responsibilities and qualifications to show what value you can bring to the organization. Look beyond tangible skills and highlight your work ethic or personality traits that make you a great candidate.

SKILL MATCH

Identify the hard and the soft skills from the job ad and mirror the same language in your resume. Include your educational background, work experiences and transferable skills that show you’re equipped to do the job with skills you’ve acquired throughout your career.

Finding small ways to customize your resume might sound daunting, but it becomes easier every time. Tweaking each resume only takes you a few minutes but it can make the difference between landing in the “no pile” or sitting in the interview chair.



NOW HIRING! STAFF ACCOUNTANT

JOB DESCRIPTION

ABC Company is looking for a staff accountant with 3-4 years of accounting experience. The role is responsible for assisting in preparing balance sheets, profit and loss statements and other reports to explain current and projected company financials, processing accounts payable transactions and aiding in month-end and year-end closes, among other responsibilities. We’re a fast-growing company that focuses on excellent customer service and utilizing new technologies to provide the best for our clients.

JOB RESPONSIBILITIES

- Assist in preparing balance sheets, profit and loss statements and other reports to explain current and projected company financial position.
- Process accounts payable transactions, ensure adequate supporting documentation exists.
- Assist in entering fixed assets in Dynamic GP.
- Aid in month-end and year-end closes.
- Analyze financial information detailing assets, liabilities and capital.
- Audit contracts, orders and vouchers, and prepare report to substantiate individual transactions prior to monthly close process.
- Establish, modify, document and coordinate the implementation of account and accounting control procedures.

JOB REQUIREMENTS

- Bachelor’s degree in Accounting or a related field.
- 3-4 years’ experience in accounting-related work.
- At least one year of full-cycle accounting experience.
- Previous work experience in general accounting duties, including AP.AR and general ledger work.
- Intermediate knowledge of Microsoft Dynamics GP, Word and Excel (pivot tables Preferred but not required).

SKILLS & ABILITIES

- Ability to take full ownership of assignments and be self-motivated.
- Excellent interpersonal skills.
- Strong written and verbal communication skills.
- Ability to work under pressure of time constraints.
- Must be detail oriented, well organized and have the ability to prioritize work and be able to work accurately with numbers.



Jackie Money – Staff Accountant

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SUMMARY OF QUALIFICATIONS

- Self-motivated individual with strong written and verbal communication skills that enables transparency with management and positively impacts client relationships.
- Exhibits excellent analytic skills and possess attention to detail which allowed the recovery of almost \$500,000 in misallocated resources during the year-end close.
- Expert in utilizing new technologies including Microsoft Dynamics GP, Excel (including pivot tables), payroll DTG and Account Apps.
- Over four years of accounting experience including work with balance sheets, profit/loss statements, and forecasting company financials.

CORE COMPETENCIES

- Critical thinking Interpersonal skills
- Communications Self motivated
- Customer Service Detail oriented

EXPERIENCE

Junior Staff Accountant – J&J Financial – Citytown, NS
June 2013 – Present

- Reviewed all documentation and recommendations for determination regarding prospective client credit risk; review financial documents including paystubs, W2, tax returns and self-employment data.
- Prepared financial data for balance sheets, profit and loss statements and other financial documents that explain current future company financials.
- Produced verbal and written reports for an internal staff newsletter to share ideas, progress and projected finances.

Intern – Credit Acceptance
November 2010 – June 2013

- Suggested and implemented ways to reduce costs by 35%, enhance revenues and improve profits throughout the full-cycle accounting process.
- Took full ownership of the assignments to develop a strategy to save 35% of overall operating budget over a five-year period.

EDUCATION

Bachelor of Science in Business Administration – Townville, NS
XYZ University – Graduated June 2009

- Concentration in Accounting