

Resume Instructions for MSA Students and MSA Internship Program Intern Candidates

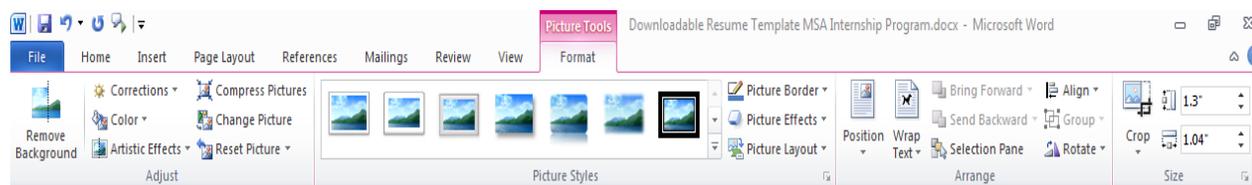
Securing professional placement for all candidates is a top priority of both the MSA Program and the MSA Internship Program. Faculty and staff work hard to plan events and generate opportunities for all students. However, **the key first step is for you to prepare an informative, professional resume** that makes you stand out to employers. Resumes for all job-seeking MSA and MSA Internship Program candidates will be bound into a booklet and provided to firms that recruit our students on campus. An abbreviated version containing bus trip participants' resumes will be provided to firms visited during those trips.

Required Format:

- 1) **Download the resume template** and save it using the following naming convention: lastname.firstname.docx.
- 2) **Use the MSA/MSA Internship Program header and a thumbnail of your professional photo.** MSAs: The MSA Director will email the Word file with the appropriate header to you. Interns: The MSA Internship Program Director will post the downloadable template on Blackboard. All job-seeking students will receive their professional headshot (2"x2.5") via email.

To drop your professional headshot into your resume template header (*follow these instructions exactly; don't try to drag and drop*):

- 1) **Copy** the photo and **paste** it into the Downloadable Resume Template (Word document). Paste it somewhere on the page beneath the header.
- 2) Click on the photo. Doing so will bring up the **"Format"** tab at the top of the screen. Click on that tab.



- a. On the far right hand side is the **"Crop"** option. Reset the height to **1.3"** and width (which should update automatically) to **1.04"**.
- b. Under **"Position,"** select the top-right option under the *With Text Wrapping* heading (**"Position in Top Right with Square Text Wrapping"**).

Your photo should drop into place automatically.

- 3) **Limit your resume to one page.** Your goal is to make employers aware of relevant capabilities and experiences, not to provide an exhaustive history. You will be able to expand on your resume in the interview.
- 4) **Required margins:** left = 0.75; top/bottom/right = 0.5. The downloadable template already has these margins preset.

Required Content:

- 1) **Select a single mailing address, telephone number and email address** that recruiters can use to contact you throughout the coming year and update the header. Also create a LinkedIn profile and update that portion of the header.
- 2) **Do not include an objective on your resume.** This resume is your “core” resume that will be distributed in book and .pdf form to a wide range of employers.
- 3) **Do not begin with a Summary of Qualifications section.** At most, include these items in an “Other Skills” or “Other Qualifications” type section, but if the items you list in this section are generic in nature, it is best to omit it completely.
- 4) **Include your overall grade point average on your resume from your undergraduate degree.** You can supplement with another computation (major GPA, GPA in recent 60 hours, etc.), but you must include your overall GPA from your undergraduate degree. If you are an MSA taking the accounting pre-requisite courses during summer school, you may also want to include your GPA for these courses.
- 5) **If your GMAT is high (e.g., 600 or higher), include that, as well.**
- 6) **MSAs: Separately identify the MSA program from your undergraduate degree.** You can list your MSA completion month as June.

Other Helpful Hints on Formatting and Content

- 1) **Review sample resumes.** MSAs: The MSA Director will email samples to you. Interns: Please review the Word file with resume samples on Blackboard (there are two within the single file). These samples will give you some ideas about format and content. SeaWork also has samples. Note that your resume should not look exactly like the examples. Your goal is to produce an original resume that highlights your strengths while conforming to the conservative look preferred by accounting employers.
- 2) **Be specific and list items unique to you.** For example, “quick learner” is vague, and your work experience and GPA/GMAT already demonstrate your learning ability. Also, listing courses taken will not differentiate you from the other candidates in our program, so including a “Relevant Coursework” section is discouraged. (This section may be useful if you apply to a company outside our program that may not know our course requirements.)
- 3) **Highlight unique computer and software competencies.** Employers expect proficiency in the Microsoft Office suite, but are particularly interested in students with experience in other packages and advanced skills in spreadsheets, databases, statistical and accounting software.
- 4) **Minimize space allocated to part time and summer jobs, unless they are professionally meaningful.** Recruiters know what waiters and lifeguards do, so limit bullet point descriptors to one or two (and word them professionally).
- 5) **Be consistent** in your spacing, use of bold words, etc. Get someone to **proofread** to catch and correct typos/formatting mistakes before your resume goes to print. Your resume needs to look polished, since it reflects on you as a job candidate.
- 6) **Make it yours!** Highlight a unique experience or skill that sets you apart—a study abroad experience, a leadership role, military experience, proficiency in a foreign language, an interesting hobby, etc.

Submitting your Resume for Review and Saving the Final Copy

- Please email your completed resume as a Word document to Ms. Nadirah Pippen (pippenn@uncw.edu). She will review it and make comments and/or minor edits.
 - If only minor changes are needed, Ms. Pippen will make them and you will receive an email with the .pdf version of your updated resume.
 - If major changes are needed, you will receive an email with more details.
 - If no changes are needed, you will receive an email notification and you can create a .pdf version of your resume for your records.
- Please be sure to save a copy of your .pdf resume on your computer. This resume is the version Ms. Pippen will use to compile the resume books, and it's the version you will drop with most of the firms when you apply to interview. (Certain firms request additional information such as location preference, so you may need an additional version of your resume.)