



# Tips for Writing a Private Sector Resume



## Resume Format Do's & Don'ts

### DO's:

- › Customize resume for a specific job vacancy announcement. Use key words and phrases from the job vacancy announcement, as appropriate.
- › List work experience in reverse chronological order, with current job first, followed by the prior positions held.
- › Include relevant work experience (approximately 10 years).
- › Recommended # of Pages: 1-2 pages, depending on the level of experience. Recommend font/size: Times New Roman, Arial, or Calibri/Size 10-12.
- › Resume must contain start/end or present dates of employment in month/year format (MM/YYYY).
- › Use paragraphs or bullets to separate items with clear and concise statements written in first person. Spell out acronyms on first use. Use spelling/grammar check.
- › Begin statements describing experience with an action verb.
- › Replace government-specific with business-oriented language to emphasize your transferable skills (e.g., budget management, risk assessment, data analysis, stakeholder engagement).
- › Use more general terminology to describe your job titles (i.e., Project/Program Manager as opposed to Management & Program Analyst).
- › Describe experience using context, challenge, action, and results format (CCAR) describing improved service, increased efficiency, productivity or savings (i.e., budget management, risk assessment, data analysis, stakeholder engagement).
- › Cover letters are generally recommended and often expected when applying for positions in the private sector. Cover letters allows you to elaborate on how skills and experience align with specific requirements of the job and the company.

### DONT's:

- › Don't include personal information (age, social security number, gender, religion, race, disability, etc.), or other inappropriate material or content in resume.
- › Don't be vague - Instead emphasize nouns and verbs and provide concrete statements of your accomplishments in the correct tense for past and present positions.
- › Don't be wordy - Instead keep paragraphs brief. Do not use graphics, italics, underline, shadows, or reverses (*white letters on black background*), and do not type your information in all CAPITAL LETTERS.

# Resume Content

The following information is recommended to be included on your resume when applying for private sector positions:

## Header – Contact Information

- › Legal Full Name
- › Address or City/State
- › Email Address
- › Phone Number
- › LinkedIn Profile (if applicable)

## Professional Summary

A professional summary highlights your key qualifications and career goals. Typically, consists of 2-3 sentences.

Staff Accountant with 15+ years of corporate experience. Ensure utmost accuracy in all financial work. Draw on strong knowledge of accounting software systems including Intuit QuickBooks and Xero. Promptly reconcile accounts and perform payroll functions.

## Education

- › School Name, City/State, Country
- › Degree Attained or Pursuing/Major
- › Completion Date or Expected Date of Completion
- › GPA - Overall or Major
- › Total Credits (if not completed)
- › Honors

### Education

University of Maryland  
College Park, Maryland USA  
Bachelor's Degree -12/1998  
175 Semester Hours

Major: Human Resources Management  
GPA: 3.66 out of 4.00  
Honors: magna cum laude

## Foreign Education

Evaluations of foreign education are not always mandatory in the private sector; it is strongly recommended to demonstrate the equivalent of a U.S. degree to ensure your qualifications are met. It is your responsibility to submit such evidence with your application.

Who can perform Foreign Education evaluations?

[National Association of Credential Evaluation Services \(NACES\)](#)

[World Education Services \(WES\)](#)

[GEO Credential Services](#)

## References

State "References available upon request" at the bottom of resume.

## Work Experience

- › Job Title
- › Employer Name with City/ State
- › Start and end dates of employment – Month/Year (MM/YYYY)
- › Duties and Accomplishments

### Professional Experience

#### Senior Tax Accountant

*Hardin Tax Solutions, New York, NY | October 2020-present*

- Prepare over 400 tax returns annually for individuals and small business clients and identify opportunities to reduce tax liabilities by an average of 15%.
- Deliver comprehensive financial consulting to clients on tax planning strategies, resulting in tax refund increases of up to 22%.
- Manage a team of eight tax accountants and deliver training on regulatory compliance and preparation techniques, contributing to a 93% client satisfaction rating.

#### Tax Accountant

*Hardin Tax Solutions, New York, NY | June 2017-October 2020*

- Interfaced with a wide range of individual and business clients to prepare, file, and review over 250 tax returns with a 91% accuracy rate.
- Provided consulting to clients on tax planning and financial reporting to maximize reductions and write-offs by up to 17%.

## Skills

This portion of your resume includes hard and soft skills that are relevant to the job for which you are applying (i.e., hard skills: computer program or soft skills: problem-solving). Refer to the job description and include abilities from your skill set that the employer is seeking. List your hard/soft skills in bullet format.

## Volunteer Experience

Volunteer experience may be included in a separate section or listed with work experience, if relevant to the competencies in your current career path.

## Trainings & Certifications

Include any job-related training and/or certifications (if applicable). Add certifications relevant to the position applying (i.e., project management certifications (PMP), Lean Six Sigma, or Information Technology (IT) certifications).

### Certifications

Certified Accounts Payable Professional  
*Financial Professionals Association | October 2021*

Certified Bookkeeper  
*Bookkeepers Association | December 2018*

**NOTE:** Create a separate document that includes all trainings achieved to use as a resource to emphasize qualification of the position.