

## Crafting a rock-solid

# RESUME

### Start with a summary.

Capture the essence of who you are — and where you're heading — in a single line. Consider tailoring this summary to your upcoming pursuit of a UNC MAC.

### Use action verbs in bullet points.

Action-oriented verbs often help demonstrate the impact you made. With adequate detail that follows, bullets typically run about two lines long.

### Action, problem, results.

An action-problem-results structure for resume bullets will help you communicate your achievements clearly and with the right level of detail.

### Put things in order.

Arrange your work and educational experience in reverse chronological order. This will help you tell your overall story by connecting the key steps you've taken.

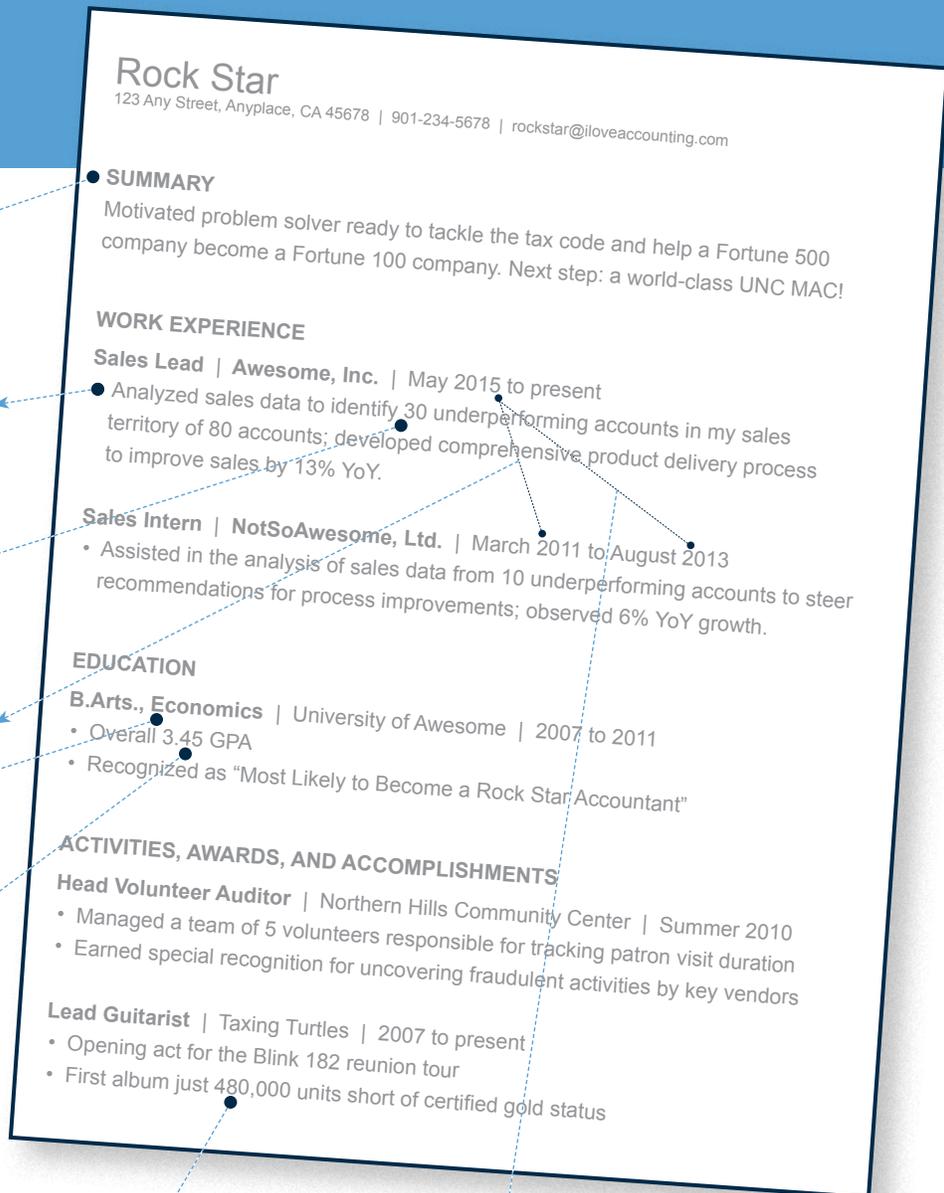
### Detail your prior education.

Provide your major, the dates you were in school, your GPA, and any concentrations you pursued. Your MAC degree will connect to this past work.

### Be precise, accurate, and consistent.

Provide exact numbers, without rounding, and make sure your resume matches your application data. Accuracy is a hallmark of a successful accountant!

**Your resume is a record of your professional and educational accomplishments.** If you've already built a resume, that's great. Read the tips, make some improvements, and post it to your application. It's that easy. If you're working from scratch, that's fine, too. These tips should help you build a resume that represents how truly remarkable you are!



### Quantify your success.

Numbers tell the story. Your resume is the place where your success will shine; quantifying the impact you've made will help it shine brighter.

### Explain the gaps.

We're eager to learn your full life story. If you've been out of school and not working for more than a year, explain this situation in the "Additional Information" section.

### NEED MORE INFORMATION?

If you need more tips or guidance on your application or our admissions process, contact us at [mac\\_info@unc.edu](mailto:mac_info@unc.edu) or 919-962-3209.

**START/CONTINUE YOUR APPLICATION**