

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.

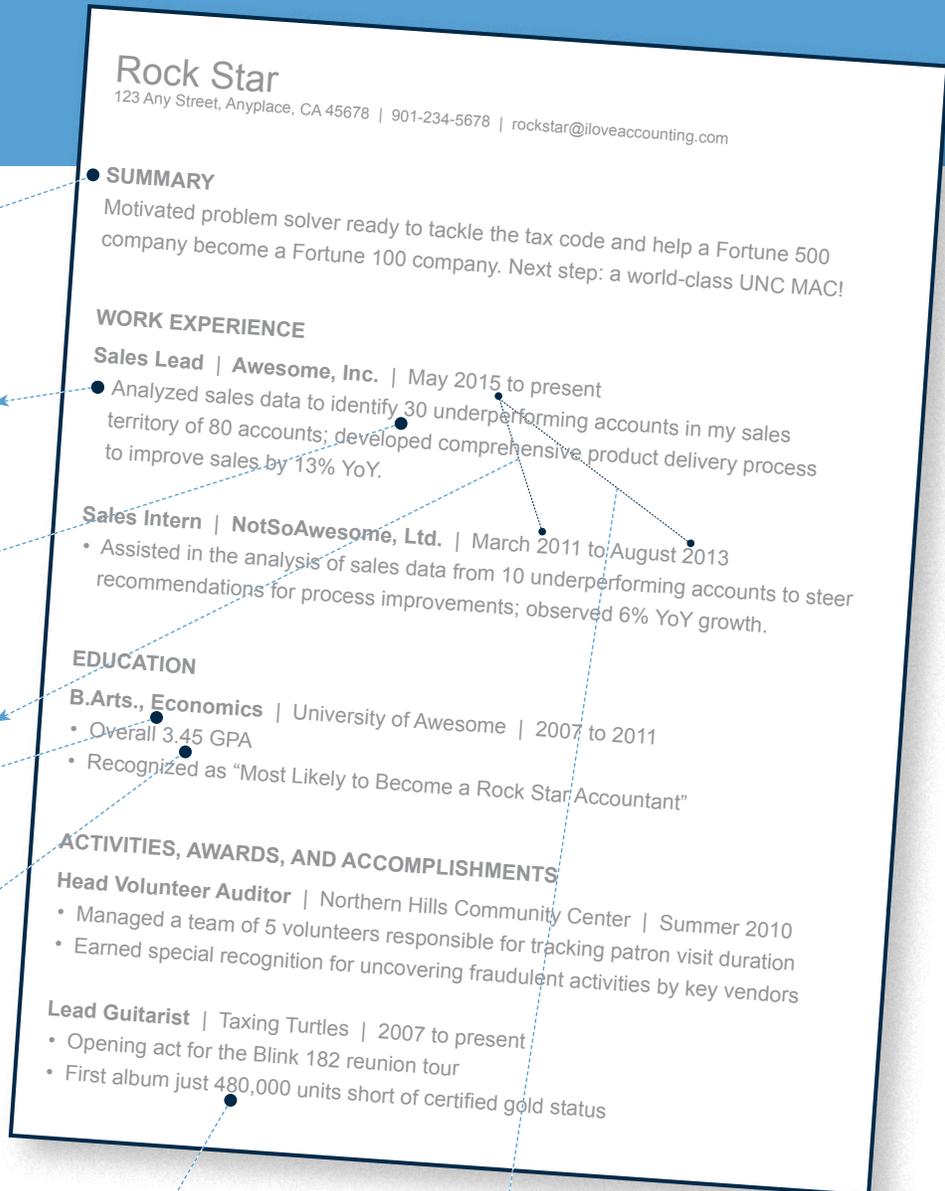
Detail your prior education.

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 or 919-962-3209.

START/CONTINUE YOUR APPLICATION