Sample Resume Template provided by

A close up of a device

Description automatically generated

This template is an example of how to set out and construct a winning resume. It follows the philosophy of Managing Director Craig McGregor and the belief that job search is a sales and marketing endeavor and the resume is one component of this process.

Critical Components of the resume:

* Professional format
* Keyword maximization for Recruiting software Parsing
* Selling through achievements – How you do things rather than what you do
* This example may not showcase - but you need to tailor each resume to each application
  + Ensure the resume covers the key skills and experience the hiring manager is seeking
  + Tailor the Career Statement to the role applying to.

Good luck in your job search and we truly hope this template and our online training module assists you to find true employment fit.

Remember recruitment is very subjective and this is one template and HRG does not guarantee that following this format will lead to success. The resume is only one aspect that will get you the interview and ultimately the job,

HRG Hint – THESE WILL BE IN GREEN THROUGH THE TEMPLATE

If you are using MS Word you can know use their templates for resumes, this is an easy way to create a more professional look for your document

Your Name

Address This is a sales doc – if applying for roles not close to home then potentially don’t put your address and/or make sure you discuss motivation for role / move in cover letter

Phone

Email Create a job search specific email – don’t use an inappropriate address – a gmail, outlook etc. email address is free to create

LinkedIn add the url of your LinkedIn profile if you have one.

# Career Statement or Professional Statement

This is an opening paragraph or 2 that outlines your key skills, abilities and can be aspirational. Keywords in your resume are vital, having them in your resume multiple times can lead to you being ranked higher on recruitment software platforms (eg If I am a recruiter looking for a new role I would have a statement here with Recruit, Recruiter and Recruitment in the body)

EXAMPLE 1

Highly experienced, motivated and loyal accounts professional with over 10 years of experience. Working to ensure customers on both sides of the accounting ledger are serviced effectively, maximizing the information needed to ensure the business has accurate data and customers are serviced effectively. A diverse skill set that includes proficient talent in Accounts Receivable, Accounts Payable & Payroll. Advanced level of skill using accounting software programs MYOB, Xero and Reckon.

Professional aspiration is to source a role within an organisation that enables career growth from accounts personnel into a leadership role. This statement can be tailored to each individual role you are applying

EXAMPLE 2

Production and warehousing specialist with over 5 years’ experience in a number of roles spanning Production Line Operation, Picking and Packing, Forklift Driving and Delivery Driving. Having worked within food production, electrical supply warehousing and retail.

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| Employment HistoryCompany Name Here give 1-2 lines on the business to give the reader context  Example  Company X is an accounting firm based in Maitland NSW and services small to medium business predominately in the not for profit space  **Job Title**  Give 1-2 lines about the role  Example  Accounts Payable Officer  In control of all accounts payable duties for the not for profit division of the firm  **Key Tasks**  Here list the key tasks this can be considered ‘what’ you do – if you get lost trying to create this your PD or role description is a great resource  Here I love dot points for several reasons   * Easier to read * Creates white space which is great for eye attraction   Example   * Matching purchase orders to supplier invoices * Reconciliation of monthly statements * Creating new supplier accounts and processing credit notes * Coding and payment of weekly accounts by EFT * Effective communications with key stakeholders including customers and internal management * Operating at an advanced level within Xero   Achievements  Here list those key projects or awards the ‘How” you do things the excellent things that will sell  Example   * Set up complex Microsoft Excel spreadsheet including pivot tables to ensure better accuracy for management with cashflow * Took on 6 month step up program and was team leader of Accounts team during management leave * Instrumental in establishing more effective reporting in monthly accounts meeting using Xero reports * Completed Xero Certification * Employee of the month award January 2019  Company Name Here give 1-2 lines on the business to give the reader context  Example  Company Y is a manufacturing business based in Newcastle NSW and specializes in creating wooden components for the construction industry  **Job Title**  Give 1-2 lines about the role  Example  Payroll Officer  Using MYOB and Chris Payroll to manage the processing of over 400 employees over 3 pay cycles  **Key Tasks**  Example   * Receiving timesheets manually * Data entry of timesheets into the Chris payroll system * Creating new employees into the system * Coding and payment of weekly payroll by EFT * Effective communications with key stakeholders including employees and management * Operating at an advanced level within MYOB   Achievements  Here list those key projects or awards the ‘How” you do things the excellent things that will sell  Example   * Sole payroll operator for 250 employees over weekly and monthly payroll cycles * Successfully transitioned payroll to Chris from MYOB  Company Name Here give 1-2 lines on the business to give the reader context  Example  Company Z was a family owned retail store specializing in sporting equipment. It was sold in 2004.  **Job Title**  Give 1-2 lines about the role  Example  **Internal Bookkeeper**  All aspects of bookkeeping for a small retail outlet  **Key Tasks**  Example   * Managing daily journal entries * Accounts payable * Accounts Receivable * Payroll – 10 staff * Working with accountant for end of month accounting   Note  We don’t need achievements this far back in the resume  Education Here you can choose to add dates on not – some people get concerned it may show their age and are worried about ageism. It can show recency which I believe is a selling feature if your quals are up to date. I like to see most relevant and highest achievement first School, Location, Qualification Example  TAFE NSW, Maitland, Certificate IV Accounting & Bookkeeping  Online Accounts School, Online, MYOB Advanced User Course  In-House Training Delivered by Chris Payroll, Advanced User Chris Payroll Course Skills & Abilities Want to reinforce your skills and again have them replicated to ensure your resume comes up high on search engines of recruiters   * Bookkeeping * Accounts Payable * Accounts Receivable * Payroll * MYOB * Xero * Reckon * Chris Payroll  Personal Interests 3 dot points that may mean nothing but may mean everything (human beings hire people like themselves – if you like basketball and the hiring manager or manager likes basketball this may just get you a greater look…  Example   * Basketball * Family * Volunteer Surf Lifesaver  Referees 2 x options – list the referees or Available on request  Example  Available on request – you would use this if you wanted to control the referees to best sell you for each role applied  Example  Referee Name  Referee Job Title  Referee phone number  Referee email – email referee systems are becoming more prevalent.  Referee Name  Referee Job Title  Referee phone number  Referee email – email referee systems are becoming more prevalent.  Referee Name  Referee Job Title  Referee phone number  Referee email – email referee systems are becoming more prevalent. | Year to – from  Year to – from  Year to - from |
| The following 3 pages shows the above example as a professional resume highlighting experience, using key words and selling the candidates career effectively. |  |

Craig McGregor

Address 5 Smith Street

Resumeville NSW 2323

Phone 0400 000 000

Email [craig\_mcgregor2020@gmail.com](mailto:craig_mcgregor2020@gmail.com)

LinkedIn <https://www.linkedin.com/in/craigmcgregorhrg/>

# Career Statement or Professional Statement

Highly experienced, motivated and loyal accounts professional with over 10 years of experience. Working to ensure customers on both sides of the accounting ledger are serviced effectively, maximizing the information needed to ensure the business has accurate data and customers are serviced effectively. A diverse skill set that includes proficient talent in Accounts Receivable, Accounts Payable & Payroll. Advanced level of skill using accounting software programs MYOB, Xero and Reckon.

Professional aspiration is to source a role within an organisation that enables career growth from accounts personnel into a leadership role.

# Employment History

## **The Best Accounting Firm Sept 2011 - Present**

The Best Accounting Firm is an accounting business based in Maitland NSW and services small to medium business predominately in the not for profit space

**Accounts Payable Officer**

In control of all accounts payable duties for the not for profit division of the firm

**Key Tasks**

* Matching purchase orders to supplier invoices
* Reconciliation of monthly statements
* Creating new supplier accounts and processing credit notes
* Coding and payment of weekly accounts by EFT
* Effective communications with key stakeholders including customers and internal management
* Operating at an advanced level within Xero

|  |  |
| --- | --- |
| **Achievements**   * Set up complex Microsoft Excel spreadsheet including pivot tables to ensure better accuracy for management with cashflow * Took on 6 month step up program and was team leader of Accounts team during management leave * Instrumental in establishing more effective reporting in monthly accounts meeting using Xero reports * Completed Xero Certification * Employee of the month award January 2019 |  |

## **Awesome Manufacturing Jan 2005 – Sept 2011**

Awesome Manufacturing is a business based in Newcastle NSW and specializes in production of widgets for the construction industry

**Payroll Officer**

Using MYOB and Chris Payroll to manage the processing of over 400 employees over 3 pay cycles

**Key Tasks**

* Receiving timesheets manually
* Data entry of timesheets into the Chris payroll system
* Creating new employees into the system
* Coding and payment of weekly payroll by EFT
* Effective communications with key stakeholders including employees and management
* Operating at an advanced level within MYOB

**Achievements**

* Sole payroll operator for 250 employees over weekly and monthly payroll cycles
* Successfully transitioned payroll to Chris from MYOB

## **Books So Good Mar 1999 – Dec 2004**

Books So Good was a family owned retail store specializing in sporting equipment. It was sold in 2004.

**Internal Bookkeeper**

All aspects of bookkeeping for a small retail outlet

**Key Tasks**

* Managing daily journal entries
* Accounts payable
* Accounts Receivable
* Payroll – 10 staff
* Working with accountant for end of month accounting

Education

* TAFE NSW, Maitland, Certificate IV Accounting & Bookkeeping
* Online Accounts School, Online, MYOB Advanced User Course
* In-House Training Delivered by Chris Payroll, Advanced User Chris Payroll Course

# Skills & Abilities

* Bookkeeping
* Accounts Payable
* Accounts Receivable
* Payroll
* MYOB
* Xero
* Reckon
* Chris Payroll

# Personal Interests

* Basketball
* Family
* Volunteer Surf Lifesaver

# Referees

Available on request