

CAREER ACTION 6-5

Resume Evaluation

Directions: Assume you are evaluating candidates for an entry-level job as an accountant for a major accounting firm. You are to write a summary comparing and evaluating the resumes of two top applicants—Alex Valenzuela and Ralph Greenwood. Their qualifications are almost identical. However, one has documented his qualifications more convincingly than the other.

Read their resumes (in this worksheet; also on pages 149 and 150 in the book). Determine which resume is more effective, and explain why in your summary. Be thorough, keeping in mind that your resume will be scrutinized in the same way during your job search. File your summary in your Career Management Files Binder.

Ralph Greenwood

6780 Greenbriar Street, Los Angeles, CA 90067

Education:

University of Los Angeles, Los Angeles, CA
B.B.A., Accounting, June 2010
Grade Point Average: 3.5

Major Courses of Study:

Commercial Law, Cost Accounting, Economics, Principles/Management, Auditing, Statistical Techniques, Programming Systems, Principles/Finance, Managerial Accounting, Systems Analysis & Design, and Intermediate Accounting I, II, III

Experience:

January to May 2010
Department of Accounting, University of Los Angeles, Senior Internship: Coordinator of student team. Analyzed inventory system of a small retail store. Recommendations to adopt just-in-time ordering and improved stock control saved company a significant amount of time and money.

2008–Present

Westworth and Company, Los Angeles. Part-time Bookkeeper. Responsibilities include: invoicing customers, posting income and expenses, handling accounts receivable and payable; preparing income statements and balance sheets, operating PC computer in client-server network with Microsoft software and Quickbooks Pro; reconciling bank statements; and updating client expense-tracking spreadsheets. Shortened time needed to invoice clients and to receive payments.

2006–2008

Tueller's Men's Shop, Los Angeles. Part-time sales. Duties included: making retail sales; maintaining merchandise displays; assisting with inventory; assisting with cashing out; maintaining orderly stockroom.

June 2004–February 2006

Woodland General Nursery, Los Angeles. Stock maintenance staff. Duties included: unloading new merchandise; arranging merchandise in assigned locations; maintaining orderly and clean grounds; carrying and loading purchases for customers; dispensing with disposable containers and other waste. Assisting with watering, feeding, spraying, and general care of nursery items.

Other Activities:

Beta Alpha Psi–Accounting, officer; Member, University of Los Angeles Student Center–2008–2009; University of Los Angeles Swim Team, member, 2006–2008.

Hobbies: Swimming, reading, piano, travel.

References:

University of Los Angeles Career/Placement Center, 1300 J Street, Los Angeles, CA 90063

Figure 6-15: Resume for Career Action 6-5 (Applicant #2 for Staff Accountant position)