

GUIDE FOR WRITING A RESUME

Step 1:

Insert your full name, address and contact information such as your email, telephone number etc.

Step 2:

Outline your main objective in one sentence. For example, “To obtain a position that may grant me the opportunity to contribute to your organization”.

Step 3:

Outline your level of education (your degrees, certifications, subjects..)

Step 4:

List your work history if you do have such, beginning with the present or most recent work experience. For eg:

July 19, 2019 to Present: Programme Manager at Haven’s Electronics

Step 5:

Add your hard and soft skills as well as your talents (strengths).

Step 6:

(Optional) Mention your interests/hobbies. This may include volunteerism, studying foreign languages, etc.

Step 7:

List two references, preferably one academic and one professional reference.

Step 8:

Review and proof read the resume in its entirety in order to check for errors.

Additional Tips

- Be precise
- Be honest
- Use professional terms
- Use a resume template if you have not yet mastered resume writing



SAMPLE RESUME 1

Ebony Moore

Seattle, WA • (123) 456-7891
emoore@email.com

SUMMARY

Experienced and adaptable Accountant with more than 15 years of experience building client relationships by prioritizing accuracy and trustworthiness.

EDUCATION

Hawaii Western

Aug '99 - Dec '02

Bachelor of Science in Business Administration

EXPERIENCE

Cloud Clearwater, Senior Accountant

Apr '13 - Current

- Coordinate with external auditors during audit period
- Recommend solutions to complex accounting functions
- Review detailed quarterly and annual financial reports with analysis for submission to executives
- Responsible for year-end close and accounts reconciliations
- Prepare comparative analysis of department budget and expenses

Retail Ocean, Accountant

Current - Current

- Responsible for monthly reconciliation of cash accounts
- Reviewed financial statements
- Prepared and monitored budget

SKILLS

- Certified Public Accountant (CPA) License
- QuickBooks
- FRx Reporting
- Microsoft Dynamics
- Accounts Payable, Accounts Receivable, & Payroll



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SAMPLE RESUME 2

Coby Fredrickson

Address: Pineapple Street

Contact: (123) 456 7899

email@email.com

Profile

Productive and accomplished young professional with proven skills in leadership and management. I also possess vast knowledge of enterprise operations in mathematics, finance, economics, statistics, and accounting. In addition, I have skills in the areas of research, training, media and communications.

Education

The Sir Arthur Lewis Institute for Social and Economic Studies (SALISES), UWI, Mona (2019-20)

MSc. in Development Studies, with Distinction

The World Bank Group (2019)

Course Certificate: Financing and Investment for Development, with Distinction

Harvard University (2018)

Course Certificate: Entrepreneurship in Emerging Economies

The International Monetary Fund (IMF) (2018)

Course Certificate: Public Financial Management

The University of the West Indies (UWI), Mona (2013-17)

BSc. in Economics and Banking and Finance, with First Class Honors

Experience

Special Project Officer, IMF Local Office, Bank of Jamaica (BOJ) (Mar 2020 – present): Researched, collected and compiled country information and updated quantitative and qualitative economic, financial and statistical databases. Processed, consolidated and transformed data sets using econometric and statistical techniques. Kept abreast of developments of IMF policies and identified relevant trends.

Policy Researcher, Caribbean Policy Research Institute (CAPRI) (Mar 2020 – present): Conducted quantitative and qualitative research and data analysis in the areas of economics, social issues, governance, and sustainability in collaboration with the European Union (EU) and the US Agency for International Development (USAID). Drafted research outlines for policy papers and disseminated research findings.

Research and Economic Officer, Economic Growth Council (EGC), The Office of the Prime Minister (OPM) (Feb 2018 – Mar 2020): Researched, monitored and liaised with stakeholders in the Microfinance, Pension Fund and Insurance Sectors, proposed changes in the Government of Jamaica's Procurement Policies, made recommendations for improvement in Government efficiency.

Project Assistant, Development Bank of Jamaica, Foundations for Competitiveness and Growth Project

(FCGP) (Jul –Aug 2016): Monitored a loan portfolio for startups containing over 150 loans valued at nearly J\$1 billion engaged in consultations with the World Bank regarding the management of the portfolio and the governing criteria to be employed.



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Awards and Achievements

- IGNITE Caribbean-American 30 Under 30 Emerging Global Leader Award 2019
- The Council of Voluntary Social Services (CVSS) Young Leader Award 2018
- Finalist, The Rhodes Scholarship 2018
- 2nd Place, The IMF Caribbean Essay Contest 2017
- The Prime Minister's Youth Award for Excellence (PMYA) 2017
- The Governor General's Achievement Award (GGAA) 2017
- The UWI Premier Award for Service 2017
- The UWI Vice Chancellor's Award for Leadership 2016
- The United States Ambassador's Academic Achievement Award 2011

Positions of Responsibility

Deputy Finance Officer, Youth Advisory Council of Jamaica (YACJ) (Nov 2016 – Nov 2018): Assisted in the revision and implementation of the National Youth Policy, and conducted research through the Ministry of Economic Growth and Job Creation on the existing regulations and laws that govern youth development.

Financial Advisor, Talk Up Yout Productions (Jul 2014 – Jan 2017): Prepared and analysed year-end financial reports and forecasts, as well as, prepared budgets totaling US\$90,000 and US\$200,000 for youth development projects funded by the United Nations Educational Scientific and Cultural Organization (UNESCO) and the United Nations Democracy Fund (UNDEF) respectively.

Academic Writings

<i>The Impact of Bauxite Mining and Processing on the Jamaican Economy</i> (published, JET)	2020
<i>Inclusive and Resilient Growth in the Caribbean</i> (published, IMF)	2017
<i>Market Failure Explanation for Financial Sector Crises</i> (unpublished)	2017
<i>Financial Liberalisation and Economic Growth</i> (unpublished)	2016
<i>An Econometric Analysis of GDP vs REER for Jamaica</i> (unpublished)	2016

Special Projects and Initiatives

Young Economists Society (YES), Independent Consultant (2018-present):

Conducted research on social transformation in several inner-city communities in Kingston for Make Your Mark Consultants (MYMC), as well as, research on access to finance for Micro, Small and Medium-sized Enterprises (MSMEs) for Highlights Research and Strategic Management Solutions (HRSMS) in conjunction with the Private Sector Organization of Jamaica (PSOJ) and the Jamaica Money Market Brokers (JMMB).

Caribbean Development Bank (CDB), Contributor (2018-19):

Participated in online consultations for the CDB where I provided key recommendations to bolster youth engagement and increase youth employment in Jamaica and the Caribbean, in order to support the development of the Bank's first Youth Policy and Operational Strategy (YPOS).

Institute of Law and Economics (ILE), Advisor (2019-20):

Developed and lectured in two four-week courses in Programme Monitoring and Evaluation and Social Data Analysis which became the first economics-based courses offered at the Institute. The courses helped participants gain certification in proposal writing, project budgeting, as well as, data collection and reporting.

Reference:

Suzie Paul, Manager of First World | 876-876 8678 | EMAIL@EMAIL.COM



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