

CV Tips for Chartered Accountants

- 1) Try to Fit your CV in a Single Page. (People who shortlist the CVs, normally don't spend more than 20 seconds per CV)
- 2) Do NOT write CV/Curriculum Vitae at the top of your CV. In-fact don't write the words at all in CV
- 3) Use bullets wherever necessary to make it more presentable to the viewer.(Use the same kind of bullets throughout your resume)
- 4) Keep your sentences short - Resumes call for short, crisp statements
- 5) Always start Your CV with a brief summary of your career (one line or 2 bullet points) followed by others
- 6) One Good CV must have 5 sections – Qualifications, Experience & Articleship, Awards and Achievements, Computer Proficiency, and Extra Curricular Activities
- 7) In the Qualifications section, mention your most recent professional qualification first followed by the others. (e.g. CA, Graduation, Sr. Secondary, Matriculation).
 - a. Please avoid mentioning PE2/IPCC and CPT in your CV. (You can't complete your CA without doing IPCC/PE2)
 - b. You can mention your qualifications in a table comprising four columns – Qualification, Year, Institution/University, Score
- 8) In the 'awards and achievements' section in your CV, highlight your academic and professional achievements. Example include
 - a. Xx rank in CPT/IPCC/CA Finals
 - b. Always in top 5% percentile of the class throughout academic life
 - c. Awarded Extra Miler in GMCS training by ICAI in Jan' 12
 - d. Cent% marks in xx subject in xx class
 - e. Promoted as a team lead in first 6 months of your article ship to lead a team of 5 people
 - f. Best Quizzard at School Level
- 9) Mention your Articleship Properly. Try to highlight the experience in the fields in which you intend to make your career. Summarise your articleship in 3-4 bullet points. Example include-
 - a. Preparation of Final Statements i.e. Balance Sheet, Profit & Loss Account and the accompanying Schedules
 - b. Performed statutory audit of top nationalize banks of India and one of the 'Navratna' companies of Government
 - c. Responsible for planning & carrying out company audits
 - d. Responsible for handling important audit components such as inventory valuation, revenue recognition, cash management etc.
- 10) Avoid Pronouns (I, Me etc.) as they don't look professional
- 11) Use Action Verbs – Action verbs are more readably noticeable and gives your CV power and direction (examples – Analysed, Assigned etc.)

"Progress your journey to the next level and **Enhance** your potential earnings."