

# A CV WRITING GUIDE FOR ACCOUNTANTS

Increase your chances of getting an interview within an accountancy firm with our proven seven-step CV writing guide for accountants.

1

**Easy to navigate.** Create a two-page, well-structured CV, so busy recruiters don't discount you as a candidate. Add up to three versions of your job title.

2

**A punchy accountant summary.** One of the most crucial elements of your CV is the personal statement. Use similar wording to the requirements section in the job description.

3

**Quantifiable achievements.** It's all about the numbers and IT skills. Try to be specific around percentage increases when detailing achievements and name the software you're familiar with.

4

**Replace overused words.** Use action words such as 'coordinated', 'launched', or 'improved' throughout your CV. Words mean more in accountancy than a fancy design template.

5

**Experience descends.** Use descending chronological order for your professional experience with a hard-hitting paragraph on responsibilities.

6

**Qualifications by importance.** Unlike other CVs, an accountant's needs to show the most important qualifications first. So add your ACCA status before any in-house courses.

7

**Proofread.** Choose a professional CV file name and email address, check for typos, and ensure your CV is grammatically correct.

## Accountant CV Template

Name · Address · Email · Number · LinkedIn

Senior Accountant | Client Manager  
| Partner Designate

### Page One

A two-line, professional summary that gives a quick insight into personal attributes.

A core competencies section with six bullet points on quantifiable achievements.

A key skills list with eight top-level bullet points.

### Page Two

Your professional experience in descending chronological order.

Month and year start/end | job title | company

Education and certifications in order of importance.

Awards, volunteering, and one hobby.

## Finished writing your CV?

[Upload it here](#) to be considered for new roles.