



Career Toolkit: Resume Building

A stellar resume can help you make a good enough impression on potential employers to land an interview. Because your resume is so important, you should spend plenty of time making sure that it's up-to-date, professional, and follows professional guidelines.

That's why we've put together a guide on what we look for in resumes, and what not to do. Keep reading to learn how to write a resume that could help you land the job.

Resume Writing Tips

1. There's no need for an objective statement. Your objective is to get an interview and get an offer, right? Save that valuable space for more important information.
2. You don't need everything on your resume. Focus on pulling recent, relevant experience that offers your potential employer insight about who you are and what you've done. Also, make sure your most recent experience is listed first.
3. Don't say too much. Your resume should be one page in length. Make sure the information on the page is valuable and written concisely.
4. Choose a simple but logical format and keep your font simple. Hiring managers see a ton of resumes. Make it easy for them to find the important information on yours with good formatting and easy-to-read font.
5. Don't forget your contact information!
6. Proofread your resume. Visit career services. Ask friends to look for any errors. Make sure your resume doesn't contain spelling or grammar errors.
7. With a good resume, you can help yourself stand out to employers. Check out our interview tips to prepare for the next step in the hiring process.



Redpath and Company Profile

Redpath and Company is a 100% employee-owned (ESOP) certified public accounting firm providing services for closely held businesses, government entities, and not-for-profit organizations. With a diverse client base spread across multiple business segments, the primary industries served include manufacturing and distribution, construction and real estate, and technology—with a specialty in serving other ESOP companies. Annual client revenues range from \$20M to over \$400M.

The firm is focused on providing core accounting services in the following areas: audit and assurance, business and personal tax, estate, gift, and trust tax, state and local tax, and sales and use tax. Advisory services—delivered through dedicated teams—include employee benefits, estate planning, financial planning, mergers and acquisitions, and business valuations.

Redpath and Company works with clients across the United States and maintains a large client base in Minnesota, North Dakota, South Dakota, Iowa, and Wisconsin. Through its affiliation with HLB international, a leading global network of independent accounting firms, Redpath and Company serves organizations with international operations as well.

Clients appreciate the hands-on attention and practical advice they receive, along with the firm's ability to deliver service by solving, not by selling. This approach is achieved through the Entrepreneurial Operating System® (EOS), also known as *Traction*, which the firm utilizes as its operations model. The model provides the foundation for a culture of accountability in which the client's best interests come first.

The firm started operations in 1971 and has experienced 100% organic growth since its inception. With offices located in downtown St. Paul and White Bear Lake, Minnesota, the firm ranks as one of the top CPA firms in the Twin Cities area.