Accounting Recruiter Resume and Cover Letter Preferences, Spring 2023:

We surveyed accounting recruiters about their resume and cover letter preferences. Fourteen recruiters responded to our survey, and this is what we learned:

Resumes

Firms like to see:

- A fairly conservative, simply formatted resume; aim for an 11pt font for readability.
- Generally want to see GPA—broken down between Accounting and Cumulative GPA.
- CPA Eligibility date listed up near the top of a resume.
- Some would like to see proficiency with Excel listed on a resume.
- Accounting-related AND other job/volunteer experience; be sure to focus on accomplishments.
- Interests section at the bottom (Some recruiters like to see this, but it is OPTIONAL).

Firms prefer that students do NOT use AI technology (such as Chat GPT) to write their resumes.

Cover Letters

- The majority of firms read them, but some do not. EY and PwC indicated that they do not have a place to upload cover letters and don't read them. A number of firms do not require them. Some firms still want cover letters as part of the application—*so review application instructions!*
- Firms tend to see cover letters as an indication of a student's writing skills.
- The majority of recruiters are looking for students to explain their qualifications in greater depth in a cover letter.
- A strong majority of recruiters expect cover letters to be error-free.
- The majority of recruiters want students to explain why they think they would be a good fit for a specific firm in a cover letter.

Firms prefer that students do NOT use AI technology (such as Chat GPT) to create cover letters.