



Obtain a position within the exciting field of accounts payable.

RESUME

OBJECTIVE:
 Bachelor of Arts in Accounting (April 2000)
 Certificate in Financial Planning (1999)
 June 2000 - Present

EDUCATION:
 Accounts Receivable Clerk
 Enter invoices, process payments, and verify interest and
 credits. Also responsible for preparing and
 reconciling accounts, and monthly
 reports to management. In department
 since April 1999 - June 2000

EXPERIENCE:
 Assistant Accountant
 This position required me to process all accounts payable and
 receivable accounts, while preparing monthly financial
 statements by month.
 Accounting Department
 Working as a controller and assistant controller, responsible for
 preparing and reconciling accounts payable and receivable
 statements, and monthly reports to management. In department
 since 1998 - June 2000

Resume Tips

A specific and tangible resume makes for a good first impression. Remember you only have one chance to create a favorable impression!

EXECUTIVE WHITE PAPER



ROPELLA
GROWING GREAT COMPANIES

Resume Tips

A well written resume is no different than pre-sales literature except in this case you are selling yourself. A resume is considered a very important job hunting tool and it should highlight your work experience, education, strengths, accomplishments and achievements.

In this highly competitive job market, resumes that catch the reader's eye get read. Recognizing this need, many applicants develop a gimmick resume and/or one printed on colored paper. However, what makes a resume stand out is the content, not fancy extras. Besides, colored paper and colored inks don't fax on copy well at all.

It generally takes a hiring authority about 30 seconds or less to scan a resume and determine if you're capable of contributing to the company's bottom line. Therefore, when reviewing your resume, place yourself in the hiring authority's shoes. Scan your resume for 30 seconds in order to determine if your sending the message you want to get across. Ask yourself, does your resume accurately depict who you are, what you know and do, and what you have accomplished? If your resume is vague & general it's likely to be discarded. A specific and tangible resume makes for a good first impression. Remember you only have one chance to create a favorable impression!

Resume Do's and Don'ts

- Don't use "I" or "he" or "she" when describing yourself in your resume. Instead say, "Responsible for the...."
- Don't skip a job, even if it was for a short time, to make your resume look better. During a comprehensive background check it will undoubtedly show up. When it does, it will



likely prompt the hiring authority to question the validity of your entire resume.

- Do remember that total honesty is mandatory! Your resume must be clear, concise, honest, and reflect a professional job history.
- Don't use a gimmick resume or colored paper.
- Do remember to print your resume on 20 to 24 pound white bond paper. Keep in mind, your original resume is the master copy from which multiple copies are made. Colored paper, gray in particular, doesn't reproduce well.
- Don't fax your resume directly from your PC without printing it out first, thus ensuring your resume reproduces \and appears as you anticipated.
- Do remember to use your spell check feature and do remember to have someone other than yourself proofread your resume to make sure it reads well.
- Don't use small type (less that 12 point) in order to get more information on a page. It would be better to take a pencil and edit/cut your copy than reduce the type size. Resumes that are difficult to read get passed over.
- Do remember to print your name on the second and subsequent pages of your resume.

What Resume Style is Best For You?

There are two basic resume styles to choose from:
Chronological and Functional

The reverse chronological resume is the most widely accepted resume style. It lists your work history in descending order from your present position followed by your previous positions. The functional resume, often referred to as the analytical or skill-oriented resume, is especially valuable for those candidates who desire to work outside their previous work environment. It is also widely used by those candidates who have a chronological gap or numerous jobs in a short time period. The functional resume is an efficient way to respond to a newspaper ad. The functional resume gives the candidate the opportunity to highlight his/her features to the company, thus matching those features with the company's needs.



ABOUT PATRICK ROPELLA



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Ropella, with 25 years experience, is the leading executive search and consulting firm specializing in the chemical, consumer products, technology and energy industries.

We help many of the world's largest companies find, hire, develop and retain their most important people. We recruit globally in sales, marketing, R&D, and manufacturing, from middle management to the most senior executive levels. At Ropella, not only do we find great leaders, we can also help you build a stronger, more competitive, and more innovative team with our Leadership and Organizational Improvement consulting services.

Nothing is more important to your company's ability to create value than the right blend of talent. Call us today and put our people and our process to work for you.

Having dedicated his career to helping companies across the globe in sourcing, marketing to, assessing, recruiting, on-boarding, retaining, training and transforming top talent, Patrick Ropella has a global perspective on Executive Search and Talent Management.

He has worked across all roles and functions, cascading from the top levels of management to also placing apprentices coming straight out of college. Over the past 20+ years he has seen many individuals he's personally assisted make career transitions, become well trained leaders, join the C-suite at many of the world's largest corporations.

His experience within the global chemical industry as a dominant talent management leader allowed his firm, Ropella Group, to grow to the leading position it now holds with a wide variety of corporate clients with the chemical industry, transition to serving major consumer product companies, energy companies, Nano, Bio and other high technology companies.

Patrick has traveled extensively, meeting with middle level to C-level executives at the top 100 largest chemical and consumer product companies in the world, branding the "Ropella" name globally. He has successfully placed hundreds of senior level executives with top name companies, including but not limited to: DOW, DuPont, Exxon, Georgia Pacific, SONY, Anderson Windows, GE-Silicone, P&G, Clorox, Pfizer, BASF, PPG, Monsanto, Revlon, Baxter Labs, Sealy Mattress, Ciba Geigy, Johnson & Johnson, Shell, Sherwin Williams Paints, New Balance Tennis Shoes, and many more.

Patrick has written for a wide variety of trade publications, newspapers and business journals on subjects related to the topics covered in The Right Hire. His writings have also been published in Germany, Italy, Latin America and Asia.

Patrick and Robbie reside in Milton, FL. with sons Richard and Robert nearby.

AUTHOR OF

- ▶ The Right Hire
- ▶ The Right Fit
- ▶ The Right Team
- ▶ Over 50 published articles



Patrick Ropella's **SMART Talent Management System** focuses on training Human Resource leaders and Hiring Managers based on the core Talent Management topics of:

Sourcing, **M**arketing, **A**ssessing, **R**ecruiting, **R**etention, **T**raining, and **T**ransformation.