

Senior Accountant Resume Objective Builder Worksheet

Step 1: Identify the Position

Job Title You're Applying For:

Company Name:

Industry:

☐ Manufacturing

☐ Healthcare

☐ Banking

☐ Financial Services

☐ Retail

☐ Technology

☐ Government

☐ Nonprofit

☐ Construction

☐ Education

☐ Other: _____

Step 2: Years of Accounting Experience

How many years of accounting experience do you have?

- ☐ Less than 3 years
- ☐ 3–5 years
- ☐ 6–10 years
- ☐ More than 10 years

Write your experience:

Step 3: Accounting Specialties

Check all that apply.

- ☐ Financial Reporting
- ☐ General Ledger Accounting
- ☐ Month-End Close
- ☐ Year-End Close
- ☐ Account Reconciliation
- ☐ Budgeting
- ☐ Forecasting
- ☐ Financial Analysis
- ☐ Variance Analysis
- ☐ Cost Accounting
- ☐ Fixed Asset Accounting

- ☐ Payroll Accounting
 - ☐ Tax Preparation
 - ☐ Audit Support
 - ☐ Internal Controls
 - ☐ Compliance
 - ☐ Cash Flow Management
 - ☐ ERP Systems
 - ☐ Process Improvement
 - ☐ Team Leadership
 - ☐ Other:
-
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Step 4: Accounting Software and Technical Skills

List the software and tools you're proficient in.

- ☐ Microsoft Excel
- ☐ SAP
- ☐ Oracle
- ☐ NetSuite
- ☐ QuickBooks
- ☐ Sage Intacct
- ☐ Microsoft Dynamics 365

☐ Workday Financial Management

☐ Power BI

☐ Power Query

☐ Other:

Step 5: Professional Certifications

Check all that apply.

☐ Certified Public Accountant (CPA)

☐ Certified Management Accountant (CMA)

☐ Chartered Global Management Accountant (CGMA)

☐ Enrolled Agent (EA)

☐ CPA Candidate

☐ CMA Candidate

☐ Other:

Step 6: Your Greatest Strengths

Choose the qualities that best describe you.

☐ Analytical Thinker

☐ Detail-Oriented

☐ Accurate

- ☐ Organized
- ☐ Deadline-Driven
- ☐ Ethical
- ☐ Problem Solver
- ☐ Team Player
- ☐ Leader
- ☐ Excellent Communicator
- ☐ Process Improvement Expert
- ☐ Strong Decision-Maker
- ☐ Adaptable
- ☐ Results-Oriented

Other strengths:

Step 7: Major Accomplishments

List measurable achievements from your accounting career.

Examples:

- Reduced month-end close by _____ days.
- Improved reporting accuracy by _____%.
- Identified cost savings of \$_____.
- Automated _____ accounting processes.
- Supported _____ successful audits.
- Managed budgets totaling \$_____.

Your accomplishments:

Step 8: Why Do You Want This Job?

What interests you about this position or company?

Step 9: What Value Will You Bring?

Complete the following sentence.

"I will help this employer by..."

Step 10: Resume Objective Builder

Use your answers above to complete the template.

Template

Results-driven accounting professional with _____ **years** of experience in _____, Skilled in _____, with expertise in _____. Seeking a Senior Accountant position with _____, where I can leverage my _____ to support accurate financial reporting, strengthen internal controls, improve operational efficiency, and contribute to the organization's financial success.

Your Final Resume Objective

Write your polished objective here.

Resume Objective Checklist

Before adding your objective to your resume, make sure it:

- ☐ Is 2–4 sentences long.
- ☐ Includes the job title "Senior Accountant."
- ☐ Mentions your years of experience.
- ☐ Highlights your strongest accounting skills.
- ☐ Includes relevant certifications, if applicable.
- ☐ Demonstrates the value you offer the employer.
- ☐ Contains keywords from the job description.
- ☐ Is tailored to the specific company and position.
- ☐ Is free of spelling and grammar errors.

Pro Tip

Avoid generic statements such as "Seeking a challenging position to grow my career." Instead, focus on the value you bring. Mention your accounting expertise, technical skills, leadership experience, certifications, and measurable accomplishments. A targeted, employer-focused resume objective is much more likely to capture the attention of hiring managers and applicant tracking systems (ATS).