



What Changed & Why It Works

Jasmine Carter · Audit Associate, 2 years post-graduation, targeting Senior Associate / Staff Accountant roles · Illustrative sample

Professional Summary

Before: *Hard-working and detail-oriented accounting graduate with experience in audit. Team player with strong work ethic.*

After: Audit Associate (CPA Candidate — passed FAR and AUD; REG scheduled Q4 2026) with 2 years executing substantive testing and tests of controls under US GAAP and PCAOB standards.

Why it works: "Hard-working" and "detail-oriented" carry zero keyword weight. The after names the accounting framework, audit software, and honest CPA-exam status.

Experience Bullets

Before: *Helped with audits of clients in different industries. Prepared tax returns during busy season.*

After: Executed substantive testing and tests of controls across 9 audit engagements with combined revenues of \$250M, documenting workpapers in CaseWare under US GAAP and PCAOB standards with zero review-note reopens.

Why it works: "Helped with audits" describes proximity to work, not the work itself. Every after bullet pairs a named standard or software with a quantified result.

Skills & Credentials

Before: *Accounting · Auditing · Tax preparation · Microsoft Excel · Communication · Teamwork (6 items)*

After: US GAAP · PCAOB Standards · Substantive Testing / Tests of Controls · SOX 404 · CaseWare · NetSuite · CCH Axcess · CPA Candidate — FAR & AUD Passed (17 items)

Why it works: The after names the standards and software recruiters actually filter on, with credential status stated precisely rather than bare "CPA."

LinkedIn Headline & About

Before: *Audit Associate at Hartwell & Boyce LLP*

After: Audit Associate | US GAAP & PCAOB | CaseWare, NetSuite, CCH Axcess | CPA Candidate (FAR & AUD Passed) | Manufacturing, SaaS & Nonprofit Engagements

Why it works: The after carries the accounting framework, named software, and exact CPA-exam status a Big 4 or industry recruiter's search is built from.

Get past the ATS gatekeepers. Book your dream job interview.

Illustrative sample — fictional candidate, created for demonstration purposes only. Not a real client deliverable.

JASMINE CARTER

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Professional Summary

Audit Associate (CPA Candidate — passed FAR and AUD; REG scheduled Q4 2026) with 2 years executing substantive testing and tests of controls under US GAAP and PCAOB standards across manufacturing, SaaS, and nonprofit engagements. Proficient in CaseWare, NetSuite, and Excel (Power Query, XLOOKUP).

Skills & Credentials

Staff Accountant · Audit Associate · Assurance Associate · Month-End Close · Balance Sheet Reconciliations · US GAAP · PCAOB Standards · Substantive Testing / Tests of Controls · SOX 404 Internal Controls · Corporate & Individual Tax Returns (1120, 1065, 1040) · QuickBooks · NetSuite · CCH Axcess · CaseWare · Excel (Power Query, XLOOKUP) · CPA Candidate — FAR & AUD Passed

Professional Experience

Audit Associate — Hartwell & Boyce LLP

Aug 2023 – Present

- Executed substantive testing and tests of controls across 9 audit engagements (manufacturing, SaaS, nonprofit) with combined revenues of \$250M, documenting workpapers in CaseWare under US GAAP and PCAOB standards with zero review-note reopens in final busy season.
- Owned month-end close support for 3 client entities in NetSuite, preparing 40+ journal entries and 25 balance-sheet reconciliations per cycle; built Excel Power Query reconciliation templates that cut close from 8 to 5 business days.
- Prepared 120+ federal and state returns (Forms 1120, 1065, 1040) in CCH Axcess during busy season, maintaining a 98% first-review pass rate and flagging R&D-credit documentation that supported roughly \$85K in client credits.
- Trained and reviewed workpapers for 2 incoming first-year associates during ramp-up, both passing engagement-lead review on their first submitted testing cycle.

Education & Certifications

- BS Accounting — Fairhaven State University, 2023
- CPA Candidate — FAR and AUD passed, REG scheduled Q4 2026

Illustrative sample — fictional candidate, created for demonstration purposes only. Not a real client deliverable.

BookMyJobInterview.ai | LinkedIn ATS Optimization — Final Deliverable

Prepared for: Jasmine Carter · Target role: Senior Associate / Staff Accountant · Region: USA

How to update your profile: open LinkedIn, go to your profile, and use the pencil (edit) icon on each section below. Copy each shaded block into the matching field — Headline, About, then each Experience entry. Finish by adding the Skills at the end. Total time: about ten minutes.

1 · Headline (paste into: Intro → Headline)

Audit Associate | US GAAP & PCAOB | CaseWare, NetSuite, CCH Axcess | CPA Candidate (FAR & AUD Passed) | Manufacturing, SaaS & Nonprofit Engagements

2 · About (paste into: About section)

Audit Associate with 2 years executing substantive testing and tests of controls under US GAAP and PCAOB standards across manufacturing, SaaS, and nonprofit engagements totaling \$250M+ in combined client revenue.

Recent work: zero review-note reopens across 9 engagements in the most recent busy season, plus 120+ federal and state tax returns prepared in CCH Axcess with a 98% first-review pass rate.

Systems: CaseWare, NetSuite, CCH Axcess, QuickBooks, advanced Excel (Power Query, XLOOKUP). CPA Candidate — FAR and AUD passed, REG scheduled Q4 2026.

Targeting Senior Associate roles in public accounting or Staff Accountant roles in industry FP&A/controllership tracks.

3 · Skills (paste into: Skills section)

Audit Associate · US GAAP · PCAOB Standards · Substantive Testing · CaseWare · NetSuite · CCH Axcess · CPA Candidate

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