

Accountant CV & LinkedIn Checklist

A positioning checklist for students, junior accountants and professionals improving visibility.

Career information is general guidance only. This resource does not guarantee employment, interviews, clients or professional recognition.

CV sections to strengthen

- Profile: 2-4 lines showing qualification stage, target role, software and location.
- Qualifications: ACCA, AAT, CIMA, ACA, degree, exam stage, exemptions and expected completion where relevant.
- Software: Excel, Xero, QuickBooks, Sage, FreeAgent, payroll and reporting tools you can evidence.
- Experience: use action + task + result bullets, even for study projects or volunteer finance work.
- Projects: include dashboards, bookkeeping practice files, reconciliations, VAT exercises or templates.

LinkedIn search visibility

- Headline example: ACCA Student | Accounts Assistant | Excel, Xero and VAT fundamentals.
- Headline example: Junior Accountant | AAT / ACCA pathway | Bookkeeping, reconciliations and reporting.
- Use search terms recruiters and clients type: ACCA, AAT, Xero, QuickBooks, Sage, VAT, payroll, accounts assistant, bookkeeper, accountant.
- Add a featured section with certificates, projects, articles or downloadable resources.

Quick audit

Check	Done	Notes
Headline includes qualification, role and software		
About section explains target role and value		
Skills section includes relevant accounting software		
Experience bullets include measurable outcomes		
Featured section has useful evidence		