



**“Yes, you *do* have great
experience for your resume!”**

Part 1: Fundamentals



1. Content
 2. Phrasing
 3. Design
-

**Your resume is a *sales pitch*,
not a *research paper*.**

1. Content

- Focus on accomplishments, **NOT** describing day-to-day responsibilities!
 - **Bullet Point Formula:**
 - “Active Verb + What You Did + Skill Used + Results”
 - Include a **metric** in “what you did” or “results”
 - **Example:**
 - “Trained six student employees in new procedures, reducing customer complaints by 25% in one semester”
-

2. Phrasing

- Start every bullet with an **active verb**
 - Led
 - Collaborated
 - Analyzed
 - Researched
 - ~~○ Responsible for~~
 - ~~○ Duties included~~
 - Use **strong adjectives**
 - Multi-talented
 - Meticulous
 - Adaptable
 - Charismatic
 - ~~○ Hard Working~~
 - ~~○ Responsible~~
 - ~~○ Professional~~
 - ~~○ Dedicated~~
-



3. Design

- Keep it *simple*
- One column, no infographics
- No headshot or other images
- Use plenty of white space and line spacing
- Readable > Cool or “Edgy”

Part 2: What the Heck Do I Include?



1. Start with the job description
 2. Find your transferable skills
 3. Prove them with accomplishments
-

**Your resume doesn't say "I
can do *any* job."**

It says "I can do *this* job."

1. Start with the Job Posting

- Take some time to **research job postings** you're interested in



- Look for both “Required” and “Preferred” Qualifications, as well as “Responsibilities”
 - **Hard Skills** — Software programs, coding, writing skills, engineering skills, analytics, SEO, design
 - **Soft Skills** — Leadership, collaboration, conflict resolution, adaptability, attention to detail
-

2. Find Your Skills

- How have you shown these skills in your career?
 - **ANYTHING** can be relevant experience!
 - Part-time jobs or work study
 - Internships
 - Coursework / Special Projects
 - Volunteer Work
 - *Some* extracurriculars
 - About what's **relevant**, not what was **paid**
-

2. Find Your Skills — Examples

- **Marketing and Communications**
 - Newspaper, blog writing, making any kind of deliverables
 - **Adaptability and Collaboration**
 - Stepping up at your retail job
 - **Creative Problem-Solving**
 - Organizing a trip in a church/childcare volunteer job
 - **Sales/Public Speaking**
 - Class presentations, fundraising calls
-

3. Prove Them with Accomplishments

**An easy
math
problem**



**“Show
your
work”**



- “Show your work” — you *did* learn this part in school!
 - Give evidence of these job-relevant skills in your:
 - Summary of Qualifications
 - Bullet Points in Experience
-

3. Prove Them with Accomplishments

- Start your resume with a Summary of Qualifications (**NOT an Objective!**)
- 3-5 sentences that mention your top qualifications
- Example:

“Meticulous business school graduate with educational foundation in finance and working experience in accounting analytics. Brings diverse analytical experience, including major spend analysis project for \$3B dollar company. Skilled in combining financial reporting and communication, with 4+ years of client relationship experience.

3. Prove Them with Accomplishments

- Include relevant, skill-based accomplishments wherever you include bullet points
 - Experience
 - Maybe in Education, Projects, or Volunteering
 - **Bullet Point Formula:**
 - “Active Verb + What You Did + Skill Used + Results”
 - Results and metrics turn boring duties into real accomplishments
-

3. Prove Them with Accomplishments

- **Campus Organization**
 - ~~○ Responsibilities included planning events~~
 - Collaborated with 4 other board members, led meetings, & delegated tasks to plan 5-10 events each academic quarter
 - **Internship**
 - ~~○ Assisted with grant writing~~
 - Applied writing skills to help produce grant proposals for up to \$25K
-

3. Prove Them with Accomplishments

- **Coursework**

- ~~○ Completed senior capstone in data modeling~~
 - Analyzed 6 months of geomapping data and presented recommendations to local business for senior capstone project

- **Volunteer Work**

- ~~○ Supervised preschoolers on volunteer basis~~
 - Used classroom control techniques to supervise for a Sunday School class of 25 kindergarteners
-

Common Recent Graduate Questions

- **How long should my resume be?**
 - 1 page... for now!
 - **Where does education go?**
 - Above experience for the first few years
 - **Do I include GPA?**
 - Only if it's crazy high
 - **Should I list high school jobs?**
 - No! That's too long ago.
-

Any other questions?



Thanks for attending!

Best of luck in your job search.
