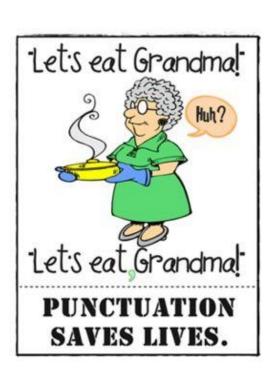


"Yes, you do have great experience for your resume!"

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

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

- 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.

- 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

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

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.