

Resumes 101 For Students

Telling Your Story

WHAT IS A RESUME?

A resume is a summary of your work experience, skills, accomplishment, and education. The purpose of the resume is to get your foot in the door; a way to **secure an interview**. The average resume is viewed for less than 30 seconds. It is important to be professional, consistent, and neat. When writing a resume try to **keep it plain and simple**. Use bolding to highlight important information like special awards or certain jobs you had in the past.

A resume is like a calling card that companies use as the first selection process; this may be the first and only impression you make. **Demonstrate excellence** and success in prior work experience that will illustrate your potential for future success. A resume only gets your foot in the door, **interviews and networking will get you the job**.

THE IMPORTANCE OF A GOOD RESUME

- Pre-screening tool
- What the interviewer will see
- Most companies use a pre-screening process to select for first round interviews
- When crafting your resume, put yourself in the shoes of the recruiter, and try to think about what you would see

RESUME FORMAT	RESUME CONTENT
<ul style="list-style-type: none">▪ One page▪ Easy to read font▪ Reverse chronological order<ul style="list-style-type: none">○ Clear and simple descriptions○ Bullet points▪ Simple sentences▪ Proper spelling and grammar▪ Have someone else read over your resume	<ul style="list-style-type: none">▪ Full name▪ Current contact information▪ Work experience▪ Relevant skills▪ Honors & awards▪ Academic history<ul style="list-style-type: none">○ School○ Major/minor▪ Languages▪ Extracurricular and leadership activities

DOUBLE CHECK SPELLING

RESUME DO'S	RESUME DON'TS
<ul style="list-style-type: none">▪ Spell out acronyms; use generic terms▪ Tailor your resume to position▪ Quantify your achievements with impact/results▪ Use action verbs to describe your activities▪ Keep your bullet points short and simple	<ul style="list-style-type: none">▪ Typos and other spelling/▪ Grammatical errors▪ Use passive verbs▪ Worry about perfect timeline to show assignments and deployments▪ Undersell leadership experience

RESUME TIPS

Formatting is crucial—you want your resume to be clean, neat and easy to read

- Include your permanent and school address
- “Objective” statement is wasted space when you are applying for a specific job or role

Begin your resume with your **Education**

- Include your high school GPA/standardize test scores until you have a college GPA; include out of /4.0 or /5.0—don't make any guess
- The farther removed you are from HS, the less you need those numbers
- Always put your *Expected Graduation Date*; just because you started school in 2012 does not mean you will end in 2016
- Include *Major, Minor, Honors, Awards, and Relevant Coursework*; relevant coursework relates to where you are applying
- Include Technical Skills
 - If you are an engineering major, your technical skills **DO NOT** include Microsoft applications/tools; use this to highlight your unique engineering skills that make you different non-technical majors (ex: Java, VBS, Python, C+, HTML)
 - If you want to work at a top company we expect you to know how to use Microsoft Suite—this is a given

Highlight your **Work/Professional Experience**

- Each section should include: *Company Name, Position Held, Division, City, State, and Dates*
- Your bullets should cover your responsibilities and then discuss **IMPACT**—be thoughtful about your impact because it makes a difference
- Use *action* words

Cover a few **Leadership & Activities**

- We would rather see a candidate have a leadership role and be involved with 2-3 organizations with substantial bullets than have you list 15 organizations that you are simply a member of...
- This section should mimic the previous section with the following: *Organization Name, Position Held, City, State, and Dates*
- Your bullets should cover your responsibilities and then discuss **IMPACT**

The final section can highlight any **Additional Information**

- Including languages, interests, awards, etc.

If you have demonstrated excellence and / or success at some point in your career, companies believe you can replicate that excellence and / or success at their company.

SARA SAMPLE

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EDUCATION

UNITED STATES AIR FORCE ACADEMY

COLORADO SPRINGS, CO

Bachelor of Science, Aeronautical Engineer

MAY, 2015

- 3.73/4.0 GPA (Major) | 3.67/4.0 GPA (Cumulative)
- Relevant Coursework: Introduction to Finance Theory, Probability & Statistics, Multivariable Calculus, Thermodynamics I & II
- Roslyn Schulte Memorial Scholarship: awarded to rising college junior that demonstrated leadership and social responsibility
- London School of Economics Study Abroad Program (Spring 2014)

COLORADO ACADEMY

DENVER, CO

MAY, 2011

- 4.4/4.0 GPA | 3.8/4.0 GPA (Un-weighted)
- SAT: 2350/2400
- Class of 2011 President, National Society of Collegiate Scholars, Varsity Volleyball Captain

EXPERIENCE

GOLDMAN SACHS

NEW YORK, NY

INVESTMENT BANKING SUMMER ANALYST (INDUSTRIALS GROUP)

MAY 2013 – AUG 2013

- Advised on \$1.2B sell-side M&A deal, completed buy-side M&A screen, and contributed to 11 total project teams
- Drove financial analysis for sell-side M&A deal, built the levered model projecting operations, financing and returns
- Completed 3 subsequent model iterations and built sensitivities; coded Excel macros to improve client experience
- Communicated with clients, partner banks, Goldman leadership to create investor materials and facilitate deal processes
- Performed M&A screen for \$20B client, designed 7 quantitative screen criteria and ranked 30 potential targets
- Built accretion-dilution mini-combo model with flexible architecture facilitating numerous targets and premium scenarios
- Read equity research and 10-Ks to create profiles, perform sum-of-the-parts valuation, and write growth commentary

AIR FORCE ACADEMY MANAGEMENT DEPARTMENT

COLORADO SPRINGS, CO

FINANCE RESEARCH ASSISTANT FOR PROFESSOR DR. ANDREW LOWE

MAY 2012 – MAY 2013

- Analyzed SEC filings to assess target company valuations of strategic buyers compared to those of financial buyers
- Reviewed over 300 takeover auction background, identifying data points to calculate takeover premiums paid
- Systemically organized information using Excel to facilitate data analysis and further research
- Reviewed final paper for previous, relevant topic, and provided content and conceptual improvements

MIKE'S DEPARTMENT STORE

DENVER, CO

SALES CLERK

MAY 2011 – AUG 2011

- Advised customers and completed sales
- Increased sales earnings by 20% in the Junior's Department for the period of June to August
- Named "Employee of the Month" by recommendation of customers for friendly and helpful service (July)

LEADERSHIP & ACTIVITIES

CADET FOR A DAY, INC.

COLORADO SPRINGS, CO

FOUNDER/PRESIDENT

NOV 2011 – PRESENT

- Founded and direct national 501 (c)3 non-profit spanning 3 states bringing diverse elementary students to the United States Air Force Academy for a "cadet for a day" experience; exposes students to engineering and school opportunities
- Built organization structure, lead executive team with special initiatives department; fundraised \$56K for annual budget
- Monitor non-profit compliance, write and deliver grant presentations, and speak publically about organization experiences

ADDITIONAL INFORMATION

Technical Training: Java, C+, Python, App development

Languages: Spanish (fluent), French (conversational)

Interests: Volleyball, CrossFit, World Cup