

# Creating a resume for students



# Resumes

- First impression
- 10 seconds
- Extremely subjective
- Well organized
- Error free
- What makes you unique
- Accomplishments

# Tips for Getting Started

## What do you want to do?

- Research firms, positions, career paths

## What do you bring to the table?

- Self - assessments, strengths, education, leadership, volunteer
- How does this relate to the job?

# Resume Formatting

- 1 page
- Font size: 11-12
- Font type: Arial, Times New Roman, Garamond
- Margins: no smaller than 0.7
- Chronological format
- No templates
- Print on high quality paper for interviews
- PDF

# Contact information

- Name: middle is optional, slightly larger font
- Address: Permanent address, do not abbreviate!
- Phone: Only list 1, be sure it has a professional message
- E-mail work: Professional (NOT Nicknames)

# Objective

- What are you applying for?
- How you told them already?
  - a. Cover Letter
  - b. Online application
  - c. Application form

# Objective

- BAD

- To obtain a challenging position where I can utilize my skills and abilities

- GOOD

- A Winter Audit Internship with the Denver office of ABC company.

# Education

## Required Information :

The State University of Management

Degrees

The Russian Federation, Moscow

Graduation or Completion dates

Overall GPA (Grade Point Average)

Business/Major GPA

Plans to continue for Masters Degree

## Optional :

Scholarship, Honors

Minors , Coursework

## Do not include:

High School

Associates Degree



# Employment History

## Alternate Headings :

Work History

Work Experience

Professional Experience

Relevant Experience

## Should include (Reverse Chronological Order) :

Employer Name

Position or Title

Location

Dates

Accomplishments

Action Verbs

# Accomplishment Statements

## Responsibilities :

Duties and tasks which you performed as part of your job

## Example :

Reconcile bank statements for 7 retail stores

# Accomplishment Statements

## Accomplishments :

The positive result of you accomplishing your duties and tasks

## Example :

Implemented new computerized tracking system which saved company 15% over 6 month period of time.

# Accomplishment Statements

Did you :

Solve a problem?

Improve performance?

Cut losses?

Provide better controls?

Show leadership?

Receive an award?

Increase efficiency?

# Volunteer, Leadership, Activities

- Can be very impactful
- Include similar information as work history
- Focus on accomplishments
- Do not list political or religious groups by name
- Translate into business terms

# Interests

- Who are you outside of work and school
- What are your passions
- List 3-6 activities
- Be prepared to talk about them

# Final thoughts

- Be consistent States, Dates
- Do not abbreviate
- Watch punctuation
- Action verb tenses
- Give consistent information
- Proofread, proofread, proofread!

**THANK YOU FOR YOUR  
ATTENTION !**