Delta Sigma Pi Presents:

Rock Your Resume Workshop

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Agenda

I	Sections of a Resume

II	Helpful Hints

III	Walking Through Your Resume

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[Name]

[Physical Address]
[Phone Number] | [Email Address]

EDUCATION

[University Name]   **[City], [State/Country]**
Bachelor of [Arts/Science] in [Major]   Expected [Graduation Date]

- **GPA:** [xx] / 4.0; SAT: [xx] [If you're outside the US, list grades under your system here instead]
- **Honors & Awards:** [xx]
- **Relevant Coursework:**

WORK & LEADERSHIP EXPERIENCE

[Company Name]   **[City], [State/Country]**
[Position Title], [Group Name]   [Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- Led team to do xx, which resulted in xx
- [Analyzed xx and concluded that key factor was xx, which made project viable / not viable]
- [Created xx for doing xx; led to increased efficiency etc.]

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- [Developed strategy for marketing to new clients/promoting brand; resulted in increased awareness]

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[Position Title]   [Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- [Recruited over xx members to club with promotional campaign]
- [Organized conferences, speaker events and community events]
- [Cooperated with xx to work on xx, led to xx]

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- Cooperated with xx to work on xx, led to xx]

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in [xx]; Conversational Proficiency in [xx]
Technical Skills: Software, programming languages etc.
Activities: [Student Clubs, Volunteer Work, Independent Activities]
Interests: [Keep this to 1-2 lines; do not go overboard]

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Sections of a Resume: Header & Education

[Name]
[Physical Address]
[Phone Number] | [Email Address]

EDUCATION

[University Name]   **[City], [State/Country]**
Bachelor of [Arts/Science] in [Major]   Expected [Graduation Date]
- **GPA:** [xx] / 4.0; SAT: [xx] [If you're outside the US, list grades under your system here instead]
- **Honors & Awards:** [xx]
- **Relevant Coursework:**

WORK & LEADERSHIP EXPERIENCE

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SKILLS, ACTIVITIES & INTERESTS
Languages: Fluent in [xx]; Conversational Proficiency in [xx]
Technical Skills: Software, programming languages etc.
Activities: [Student Clubs, Volunteer Work, Independent Activities]
Interests: [Keep this to 1-2 lines; do not go overboard]

Points to Include:

- Header:
  - Name, phone number, e-mail address, residential address
- Education:
  - College, major(s), minor(s), GPA
  - Expected graduation month and year on the right
  - Relevant coursework, honors, test scores

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Sections of a Resume: Professional Experience

[Name]
[Physical Address]
[Phone Number] | [Email Address]

EDUCATION

[University Name]   **[City], [State/Country]**
Bachelor of [Arts/Science] in [Major]   Expected [Graduation Date]
- **GPA:** [xx] / 4.0; SAT: [xx] [If you're outside the US, list grades under your system here instead]
- **Honors & Awards:** [xx]
- **Relevant Coursework:**

WORK & LEADERSHIP EXPERIENCE

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SKILLS, ACTIVITIES & INTERESTS
Languages: Fluent in [xx]; Conversational Proficiency in [xx]
Technical Skills: Software, programming languages etc.
Activities: [Student Clubs, Volunteer Work, Independent Activities]
Interests: [Keep this to 1-2 lines; do not go overboard]

Points to Include:

Subtitle: Professional Experience, Work Experience, Relevant Experience

- Emphasize the process, results, and impact of your actions

- Use technical language wherever applicable

- Quantify if possible

- Use varied and precise language

- Dates on the right in format [Month Year – Month Year]

Rock Your Resume

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Sections of a Resume: Leadership & Extracurriculars

[Name]
[Physical Address]
[Phone Number] | [Email Address]

EDUCATION

[University Name]   **[City], [State/Country]**
Bachelor of [Arts/Science] in [Major]   Expected [Graduation Date]
- **GPA:** [xx] / 4.0; SAT: [xx] [If you're outside the US, list grades under your system here instead]
- **Honors & Awards:** [xx]
- **Relevant Coursework:**

WORK & LEADERSHIP EXPERIENCE

[Company Name]   **[City], [State/Country]**
[Position Title], [Group Name]   [Start Date] – [End Date]
- [Summary sentence stating what you did and the overall results of your work]
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- [Analyzed xx and concluded that key factor was xx, which made project viable / not viable]
- [Created xx for doing xx; led to increased efficiency etc.]

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SKILLS, ACTIVITIES & INTERESTS
Languages: Fluent in [xx]; Conversational Proficiency in [xx]
Technical Skills: Software, programming languages etc.
Activities: [Student Clubs, Volunteer Work, Independent Activities]
Interests: [Keep this to 1-2 lines; do not go overboard]

Points to Include:

Subtitle: Leadership Experience, Volunteer Activities, Extracurriculars

- Emphasize the process, results, and impact of your actions

- Include technical language and quantify wherever applicable

- Use varied and precise language

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Sections of a Resume: Skills & Interests

[Name]
[Physical Address]
[Phone Number] | [Email Address]

EDUCATION

[University Name]   **[City], [State/Country]**
Bachelor of [Arts/Science] in [Major]   Expected [Graduation Date]
- **GPA:** [xx] / 4.0; SAT: [xx] [If you're outside the US, list grades under your system here instead]
- **Honors & Awards:** [xx]
- **Relevant Coursework:**

WORK & LEADERSHIP EXPERIENCE

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Points to Include:

Subtitle: Skills, Interests, Awards, Certifications

- Any technical skills

- Certifications

- Foreign languages (specify proficiency level)

- Interests and hobbies – be specific! Interviewers love asking about these

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Helpful Hints

Do:

- Start each bullet with an action verb
- Have consistent formatting
- Quantify actions wherever applicable
- Be prepared to discuss anything on your resume
- Save as PDF before sending
- Keep it 1 page

Don't:

- **Don't lie!**
- No periods at the end of bullets
- Don't include your headshot
- Don't add colorful graphics (unless you're applying for a design position)
- Don't include personal pronouns
- No typos or bad grammar

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Rock Your Resume

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Helpful Hints: Consistency

Keep Consistent:

- Font
- Subtitle vs. normal bullet font size
- Date format [ex: Month Year] on the same side
- Spacing
- Align bullet points to a uniform length (avoid going over one line)
- Stick with an order – ex: chronological, relevance etc.
- Verb tense – present tense for current positions, past tense for previous positions

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"Walk Me Through Your Resume"

- "Tell me about yourself" = "Walk me through your resume"
  - 60-90 seconds – keep interviewer interested and able to ask questions
  - Don't discuss every point on your resume, choose the most impactful or memorable ones
  - Create a cohesive story about how the experiences you have had has turned you into the person you are today and tailor it to the job or position that you are applying for
  - End on a fun note (interests are on the bottom)
  - **Practice,** but be personable
- Find ways to integrate your other experiences on your resume into other questions (ex: tell me about a time you led a team, strengths & weaknesses)
- A great way to prepare is think about a story for each experience on your resume
  - Use the STAR approach
    - Situation – explain the context (where you were working, what your role was)
    - Task – describe the task at hand and goal you were trying to achieve
    - Action – elaborate on your specific contribution
    - Result – emphasize the **impact** of your actions
  - This will be helpful with future behavioral interview questions
- These are all guidelines; everyone has a different way of doing it

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