



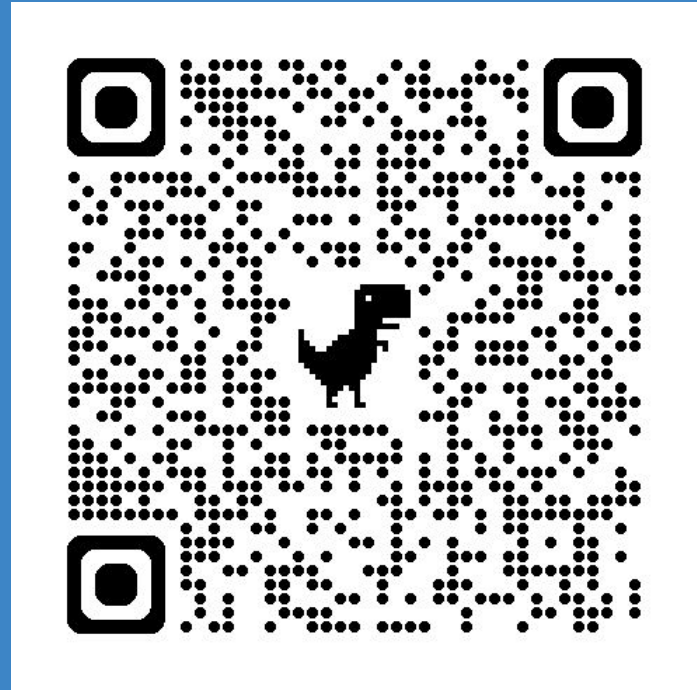
Resume Workshop

Fall Quarter 2025

BFS Fall 2025 | October 13, 2025

Sign in sheet

Look out for the
password later in
the presentation! →





BFS X LBSA Social

- Date: October 22, 2025 from 6 - 8 pm
- Location: DipNMix in Westwood which serves smoothies and bowls
- Get to know fellow BFS members as well as LBSA members who have similar interests in business and finance industries
- Please fill out interest form to gauge attendance!

Interest Form!

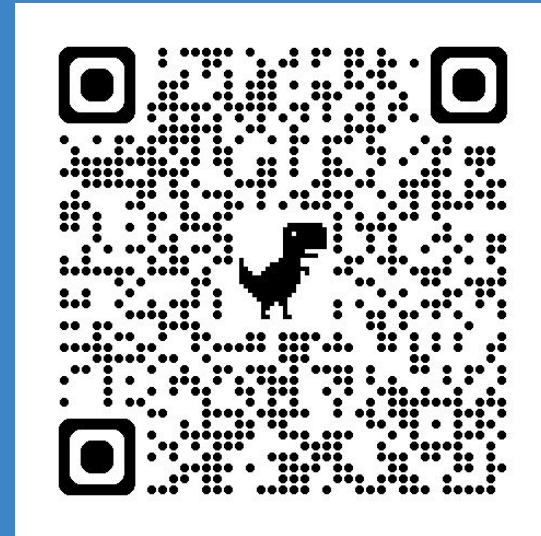




Table of contents

01

RESUME BASICS

Go over the basic requirements for a perfect resume

02

SAMPLE VIEWING

Critique a few resume samples together as a group

03

1-1 CRITIQUE

Board members help critique individual resumes

04

QUESTIONS?

Network and answer residual questions





01

The Basics





What goes on a good resume?

HEADER

Josephine Bruin

Los Angeles, California 90024 • +1 (310) xxx-xxxx • josiebruin@gmail.com

EDUCATION

University of California, Los Angeles (UCLA); Los Angeles, CA
2028

Bachelor's Degree in Business Economics

- Cumulative GPA: 4.00/4.00
- College Honors; UCLA Alumni Scholar
- Relevant Coursework: Statistical Reasoning; Principles of Accounting

WORK EXPERIENCE

Bruin Finance Society
Intern

Los Angeles, CA
September 2025 - Present

- Created...
- Pitched...

LEADERSHIP & INVOLVEMENT

- **Bruin Finance Society** Family Head
- **Bioelectronics Laboratory** Researcher
- **Daily Bruin** Chief Editor

SKILLS & INTERESTS

Languages and Skills: Microsoft Office Suite, C++, Python, Spanish
Interests: Poker, Travel Blogging, Basketball


Expected June





How to elaborate effectively

WHAT

- 
- What were your responsibilities?
 - List all tasks, projects, and accomplishments from your internships and club involvement to help identify key points for your resume

HOW

- Be sure to quantify your work and achievements!
- Write 3–4 bullet points for each activity or experience
- ****BE AS SPECIFIC AS POSSIBLE FOR THIS PART**

AND?

- What were the results of your work?
- End each point with the impact you made



Elaborating Effectively



WHAT

- Responsibilities
- Tasks, projects
- Accomplishments

What, specifically, did you do in this role?

HOW

- Quantify, quantify, quantify!
- 3-4 bullets

Be specific!

AND?

- So what?
- Highlight **YOUR** impact... not the organization's

What did you contribute to the cause?



Resume power verbs



Administrative

arranged	prepared
collected	processed
coordinated	provided
dispensed	purchased
established	recorded
executed	rendered
implemented	served
installed	serviced
outlined	sourced
performed	supported

Financial

allocated	disbursed
analyzed	distributed
appraised	estimated
audited	figured
balanced	financed
budgeted	forecasted
calculated	journalized
compiled	projected
computed	reconciled
controlled	tabulated

Organizational

acquired	employed
anticipated	grouped
catalogued	initiated
categorized	managed
classified	monitored
consolidated	planned
delegated	recruited
directed	regulated
edited	scheduled
eliminated	structured



Consistency is key

Formatting

- One page
- Capitalization
- Standardized bold & italics
- Standardized font size/style (10-12pt font, 0.5-1 inch margins)
- No headshots, no color

Extra tips

- Past tense for ALL experiences
- Fill all white space!
- Experiences listed in reverse chronological order



Don'ts

No typos

Proofread for typos and grammar, and ask a friend to peer-review.

No strange file formats

Always use PDF format (this is very important for applications)

No color or fancy fonts

Keep your resume black and white, using a serif font.

No inconsistency

Keep formatting consistent throughout and ensure spacing is uniform

No headshots

Don't include any headshots and pictures

No super long bullets

Keep bullet points to 1–2 lines and focus on the most important information





Don'ts

No typos

Proofread & peer review

No strange file formats

Always use PDF-format

No color or fancy fonts

Black & white, serif font

No inconsistency

Consistent spacing

No headshots

No super long bullets

1-2 lines



Resources



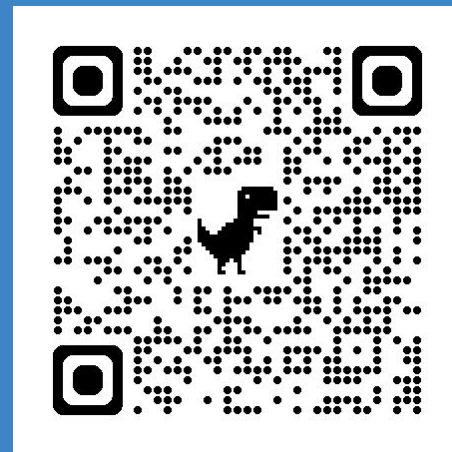
BFS Resume Critique



Get your resume **personally checked** by a BFS board member with specific feedback

Resume Checker

sites like **Resume Worded** will use AI to scan your resume and score you out of 100



Formatting

Presentation is
just as
important as
content,
reflecting the
care and **effort**
you invested in
your work!

JANE DOE

201 Mulberry Street, Apt. 2B | New York, NY 10026

Tel: 212-555-1212 | E-mail: jane.doe@stern.nyu.edu

EDUCATION

NEW YORK UNIVERSITY, Leonard N. Stern School of Business

New York, NY

Master of Business Administration

May 2019

Specializations in Finance and Global Business

- Recipient, Harold Noonan Scholarship

CORNELL UNIVERSITY

Ithaca, NY

Bachelor of Science in Chemical Engineering

May 2012

- *Cum Laude*; Award Recipient, Jeremy S. Barnum Scholarship for Academic Excellence
- Captain, Cornell Women's Volleyball Team

EXPERIENCE

GLENDALDE BURKE & ASSOCIATES, LLC

New York, NY

Project Manager

2015 - 2016

- Strategized with senior partners about viability of e-commerce consulting practice, including billing projections, industry penetration and modes of compensation; final recommendation led to successful expansion of current practice
- Prepared weekly briefings for team members on status of ongoing projects, new business development initiatives and billings-to-date, delivering real-time transparency into business operations and company health
- Collaborated closely with clients' Chief Technology Officers to map out internet/e-commerce strategies projected to double clients' revenue in first three years
- Assisted Kenwood AutoParts, Inc., \$15 million annual revenue used parts retailer, to devise online strategy to move inventory procurement online, saving over \$3 million annually
- Managed multiple ongoing projects, ensuring that deadlines were reached on-time and within budget



02

Resume Samples





On the next slide is a
resume sample.

What could be improved?



Joe Bruin

Lorem ipsum dolor sit amet, consectetur adipiscing elit
Note: remember, sometimes less is better. Mastery before variety.

EXPERIENCE

Resident Government Council, UCLA Student Hall — Outreach Representative

September 2022 - June 2023

Organize small and large scale events for the residents in Sproul Hall.

Work w/ Team green to bring sustainability events on to the hill.

Business & Finance Club, UCLA — Programming Director, cofounder

April 2022 - Current

register and request meeting rooms as well as organize new events to enrich our members **with knowledge and experiences** in the fields of business and Finance.

EDUCATION

SOME HIGH SCHOOL, Los Angeles - High School Diploma

August 2018 - June 2022

GPA: 4.0

Class Rank: 1

UCLA, Los Angeles— Major: Business Economics

September 2022 - Current

PROJECTS

Rocket Project— ENGR96R, UCLA

Design a subsonic medium power rocket with a team of three.

Case Competition— UCLA

Compete in a team for consulting and placed second.

A Better Resume Sample... but not perfect.

Sample Resume

Jacob A. McLean
54 Dunster St • Cambridge, MA 02138
you@post.harvard.edu • (555) 555-5555

Education

HARVARD UNIVERSITY Extension School May 2015
Master of Liberal Arts, Information Management Systems

- Dean's List Academic Achievement Award recipient
- Relevant coursework: Trends in Enterprise Information Systems, Principles of Finance, Data mining and Forecast Management, Resource Planning and Allocation Management, Simulation for Managerial Decision Making

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY May 2008
Bachelor of Arts in Computer Science with Mathematics minor

Professional Experience

STATE STREET CORPORATION Boston, MA
Principal – Simulated Technology December 2011 – July 2013

- Led 8 cross functional, geographically dispersed teams to support quality for the reporting system
- Improved process efficiency 75% by standardizing end to end project management workflow
- Reduced application testing time 30% by automating shorter testing phases for off cycle projects
- Conducted industry research on third-party testing tools and prepared recommendations for maximum return on investment

FIDELITY INVESTMENTS Boston, MA
Associate – Interactive Technology January 2009 – November 2011

- Initiated automated testing efforts that reduced post production defects by 40%
- Implemented initiatives to reduce overall project time frames by involving quality team members early in the Software Development Life Cycle iterations
- Developed a systematic approach to organize and document the requirements of the to-be-system
- Provided leadership to off-shore tech teams via training and analyzing business requirements

L.L. BEAN, INC. Freeport, ME
IT Consultant June 2008 – December 2009

- Collaborated closely with the business teams to streamline production release strategy plans
- Managed team of five test engineers to develop data driven framework that increased application testing depth and breadth by 150%
- Generated statistical analysis of quality and requirements traceability matrices to determine the linear relationship of development time frames to defect identification and subsequent resolution
- Led walkthroughs with project stakeholders to set expectations and milestones for the project team

Technical Expertise

MS Excel, PowerPoint, Relational Databases, Project Management, Quantitative Analysis, SQL, Java

Additional

Organized computer and English literacy workshops for underprivileged children in South Asia, 2013
Student Scholarship Recipient, National Conference on Race and Ethnicity, 2007-2008



03

1-1 Critiques





03

1-1 Critiques





Questions?

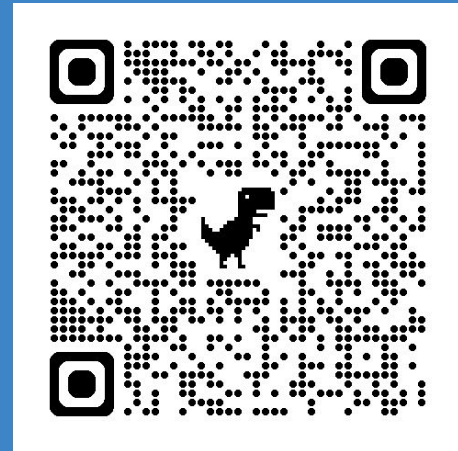
Come to the front of the room and get feedback or network with BFS officers and associates!

Follow us on Instagram [@bruinfinance](#)

Link to our [substack](#)!

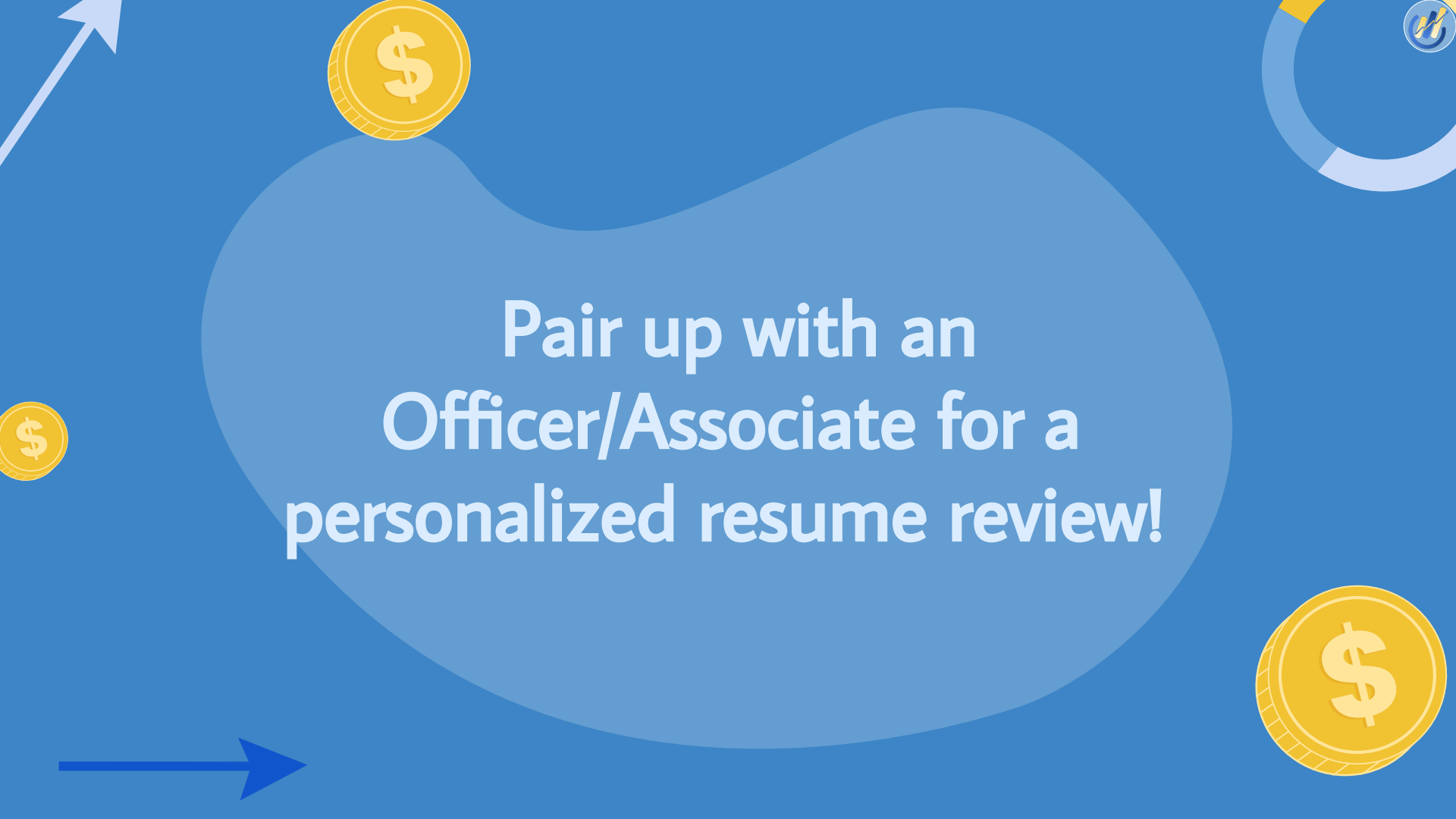
Password for sign in sheet: [Format](#)

Fill out the Sign-In/Survey if you haven't already!



Dining Hall run after the meeting!



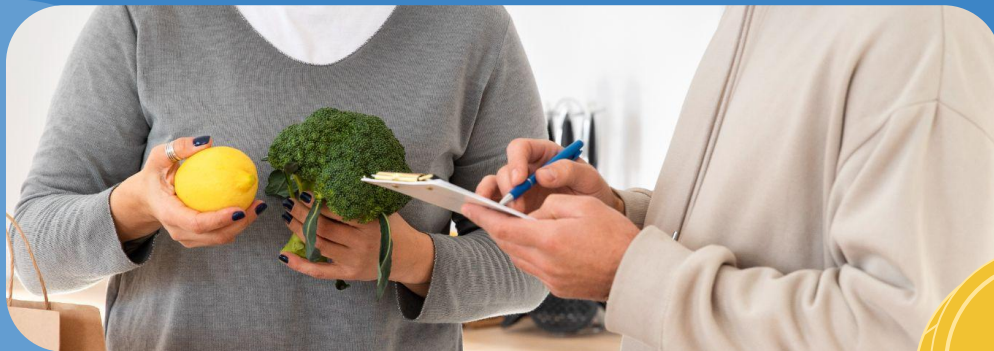


**Pair up with an
Officer/Associate for a
personalized resume review!**



Photo showcase

A photo showcase can be a useful addition to a business project proposal as it can help to visually communicate the concept or idea being proposed



Project expenses



Labor



Materials



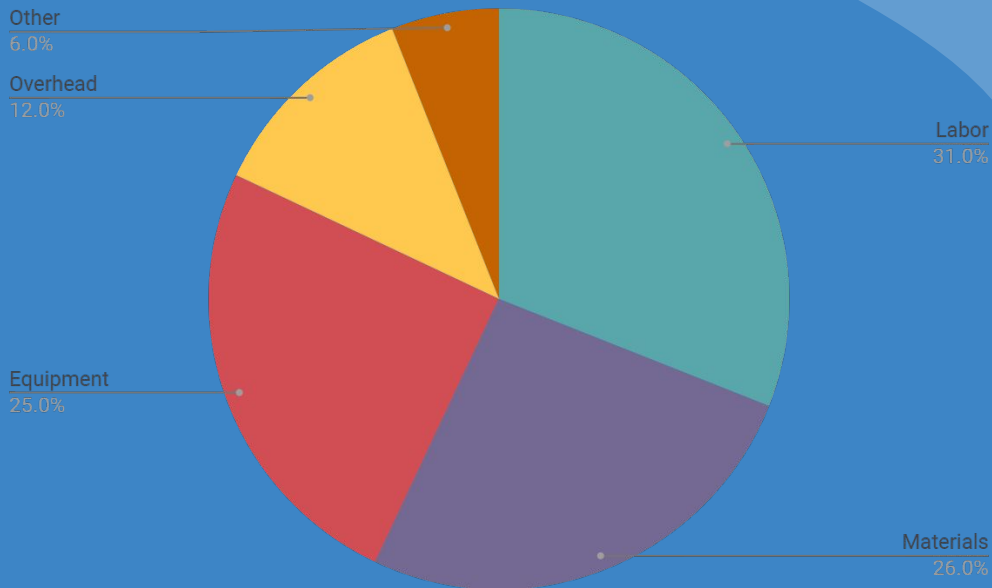
Equipment



Overhead



Other



Follow the link in the graph to modify its data and then paste the new one here. [For more info, click here](#)





Resources



Did you like the resources on this template? Get them for free at our other websites:

Vectors:

- [Hand drawn reseller illustration](#)
- [Flat design cryptocurrency concept](#)

Photos:

- [Close up on young colleagues having a meeting](#)
- [Couple getting a delivery of groceries](#)
- [Medium shot employees working together](#)
- [Side view employees working together](#)

