

The background is a solid blue color. In the center is a large, light blue, irregular oval shape. Inside this oval, the text "Resume Workshop" is written in a large, white, sans-serif font, and "Fall Quarter 2026" is written below it in a slightly smaller, yellow, sans-serif font. Below the title, the text "BFS Fall 2026 | September 28, 2026" is written in a smaller, white, sans-serif font. Surrounding the central oval are several decorative elements: a white line graph with an upward-pointing arrow in the top left; a yellow and blue circular progress indicator in the top right; a yellow coin with a dollar sign in the bottom left; a yellow and blue circular progress indicator in the bottom left; a yellow coin with a dollar sign in the bottom right; and a blue line graph with an upward-pointing arrow in the bottom right.

Resume Workshop

Fall Quarter 2026

BFS Fall 2026 | September 28, 2026

Sign in sheet

Look out for the
password later in
the presentation! →





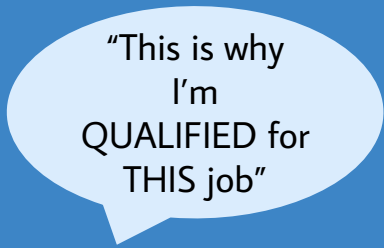
01

The Basics

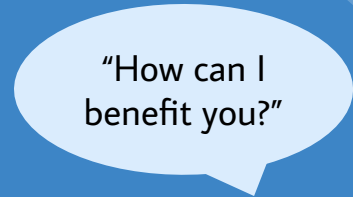




Objectives of a Resume



	Well formatted, convincing argument of your best accomplishments	
Attention-grabbing & easy-to-find qualifications		Convince the recruiter you're the best candidate for the job
	State your career goals & skills	



Resume Breakdown (HEELS)

01

HEADER

Name must stand out

Include LinkedIn,
professional email,
phone number

Do NOT include full
address

Add a
publications
section for
research-based
roles!



02

EDUCATION

Most recent degree

When relevant, include
GPA and related
coursework

High school entries
produce diminishing
returns over time; less
relevant



03

EXPERIENCE

Include employer,
title, dates, location

Focus on
accomplishments,
not duties

Quantify your role



04

LEADERSHIP

Includes
extracurriculars,
especially for
younger hires

Emphasize skills
gained and highlight
any leadership

Helpful for limited
work experience



05

SKILLS

Specified, proficiency
level skills

Include license &
certifications if
relevant + expiration
date

Best to showcase
technical skills and
language





02

Leveraging Your Resume





Leveraging Work Experience

- ★ Quantify the results of your responsibilities
- ★ Start bullets with strong action verbs
- ★ Use specific keywords tied to your previous role and the role you are applying for
- ★ Highlight transferable skills
- ★ The job position does **NOT** have to be directly related to have transferable skills

WORK EXPERIENCE

Bruin Finance Society
Intern

Los Angeles, CA
September 2025 - Present

- Created....
- Pitched....

Examples of **transferable** skills include:

- Communication
- Client Interaction
- Organization
- Analytical skills
- Teamwork-based projects

Few, strong
bullet points
>
Many, generic
statements

STAR METHOD

Situation, Task, Action, Result





Resume power verbs



Administrative

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

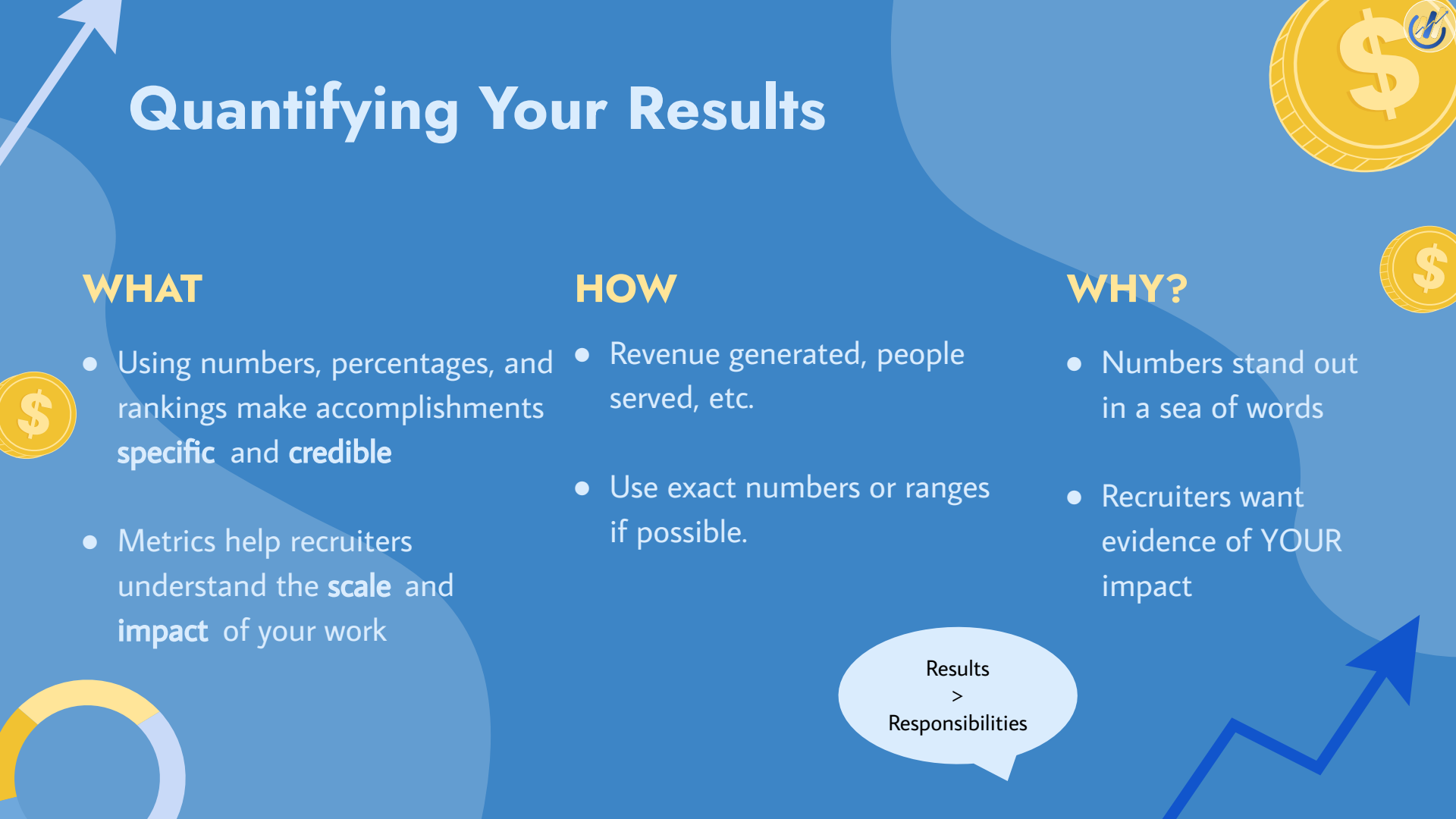
Financial

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





Quantifying Your Results



WHAT

- Using numbers, percentages, and rankings make accomplishments **specific** and **credible**
- Metrics help recruiters understand the **scale** and **impact** of your work

HOW

- Revenue generated, people served, etc.
- Use exact numbers or ranges if possible.

WHY?

- Numbers stand out in a sea of words
- Recruiters want evidence of **YOUR** impact



Results
>
Responsibilities



03

The Recruiter Perspective



How a Recruiter Scans Your Resume

A Recruiter...	What YOU Should Do
Quickly reads (7-second scan, F-pattern reading)	<ul style="list-style-type: none">• Concise resume,• Clear fonts• Key info in obvious spaces
Searches for relevant experience, skills, and accomplishments	Put your strongest and most relevant experiences near the top of the resume. *ADD KEYWORDS
Wants an easy-to-read resume	<ul style="list-style-type: none">• Simple single-column layout• Clear headings and bullet points.

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



Common Mistakes

Not Tailoring

Do **NOT** use the same resume for each application

Inconsistency

Make sure there **NO** formatting or grammar errors on your resume

"Weird Stuff"

Do **NOT** include headshots, color, or pictures on your resume

Too Long or Short

Keep your resume to 1 page

White Space

Do **NOT** have large spaces of white blocks but also do **NOT** be dense with your bullet points

Buzzwords

Avoid the generic fluff and keep the bullet points concise with specific, detailed **results**





ATS Myths



MYTH	REALITY
ATS automatically rejects resumes without human involvement	<ul style="list-style-type: none">Recruiters can still see all applicantsAutomatic rejections come from lack of degree requirements, certifications, etc.
ATS reads resumes like a human.	<ul style="list-style-type: none">Uses parsing to extract dataComplex resume layouts confuse the system
ATS ranks candidates and chooses who gets hired.	<ul style="list-style-type: none">Simply organizes applicantsHiring managers still review applications





04

Workshop & Exercises





What Needs Refining?



-  "Assisted customers with questions and concerns"
-  "Responsible for managing social media accounts"
-  "Worked with team members to complete assigned tasks"
-  "Helped improve efficiency and workflow processes"



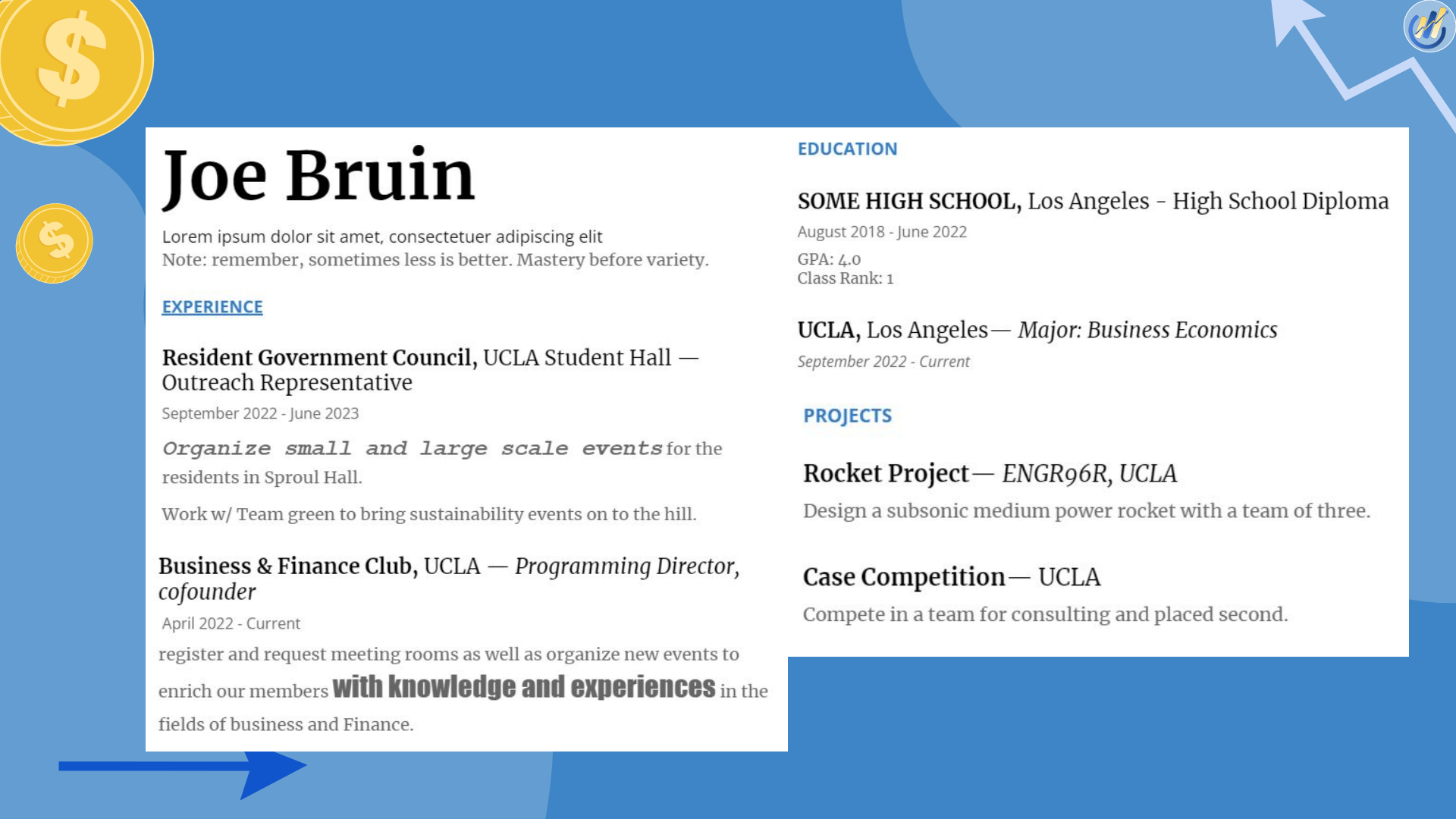


What Needs Refining?



- | | | | |
|--|---|---|--|
|  | "Assisted customers with questions and concerns" |  | "Assisted 50+ customers daily and resolved service issues at checkout." |
|  | "Responsible for managing social media accounts" |  | "Created and scheduled 20+ social media posts per month across Instagram and TikTok." |
|  | "Worked with team members to complete assigned tasks" |  | "Collaborated with a 6-person team to restock inventory and prepare store for daily operations." |
|  | "Helped improve efficiency and workflow processes" |  | "Reorganized supply storage system, reducing time spent locating materials during shifts by 25%" |





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

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 <i>Master of Business Administration</i> <i>Specializations in Finance and Global Business</i> <ul style="list-style-type: none">• Recipient, Harold Noonan Scholarship	New York, NY <i>May 2019</i>
CORNELL UNIVERSITY <i>Bachelor of Science in Chemical Engineering</i> <ul style="list-style-type: none">• <i>Cum Laude</i>; Award Recipient, Jeremy S. Barnum Scholarship for Academic Excellence• Captain, Cornell Women's Volleyball Team	Ithaca, NY <i>May 2012</i>
EXPERIENCE	
GLENDALDE BURKE & ASSOCIATES, LLC <i>Project Manager</i> <ul style="list-style-type: none">• 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	New York, NY <i>2015 - 2016</i>