Upperclassmen Resume Guide

Contents

Resume Guide

The goal of resume is to showcase your strongest skills first, to get the reader's attention, and to encourage them to keep reading further. The required sections are:

Header:
- Name
  - Font Size: 20   Font: Garamond
- Contact information
  - Wabash Email, Phone Number
  - Font Size: 12   Font: Garamond
- LinkedIn URL
  - For more information see LinkedIn Guide

Profile:
- Highlight the biggest selling points. 3 lines max - This is your opportunity to describe yourself and the qualities and skills that you bring to role – but in your own words. This is your big: "This is me" statement. Make it count.
- Font Size: 12   Font: Garamond
- The section title "**Profile"** will be bolded but everything else will be regular

Education:
- Details of the formal educational experiences. Include Minor(s), GPA
- Font Size: 12   Font: Garamond
- **Education** and the form of education (i.e.: **B.A. Spanish**, or **Diploma**) are the <u>only</u> things bolded
- **Technical Skills:** List of programs, files formats, software, hardware, foreign languages, or other skill that you have that will make you stand out as bring unique for the role
- **Relevant Coursework:** List names of courses that are relevant to the position – this shows formal training and education in understanding topics, programs, skills, and helps to align your abilities

Professional Experience:
- Details of relevant experiences
- Font Size: 12   Font: Garamond
- **Professional Experience** and every **Job Title** (i.e.: **Sales Associate** or **Intern**) are the <u>only</u> things bolded

Extracurricular Experience:
- Everything that is not pertaining to academics or professional experience should come in this section. Details on training, campus/community involvement, technical skills, volunteer works, language skills.
- Font Size: 12   Font: Garamond
- **Professional Development** and every **Job Title** (i.e.: **Volunteer** or **Intern**) are the <u>only</u> things bolded

Margins:
- 0.7"/0.5" for Upperclassmen.

Font:
- Garamond. Resume Management Systems that many organizations use do not process graphics: avoid graphics, lines or italics. Email address and LinkedIn URL must not be hyperlinked. Dates should be right aligned.

Professional Experience(s) Section:

Only include specific results-oriented information ("accomplishments") that will interest the reader, not every experience. Quantify wherever possible. Bullets must start with action verbs related to skills learned/developed and should answer "Why?" and/or "How?"
DO NOT simply list job duties.

Example of job duty:

- "Assisted with classroom activities for music students"

3 Examples of Accomplishments:

- Exposed students to meaningful musical experiences (WHY?) to enhance their social and academic development (Note: Specifics about experiences and development needed)
- Enhanced students' social and academic development (HOW?) by exposing them to meaningful musical experiences (Note: Specifics needed)
- Created an interactive learning environment (HOW?) through creative drills and skills practices (WHY?) to increase engagement (again, specifics needed)

Extracurricular Experience Section:

- Every entry must have at least one sentence explaining the role.
- You are telling a story – be as specific as possible. DO NOT just list activities/positions/programs/immersion experiences.
- **Technical skills** can be a separate section depending on proficiency and relevance with the applied position. It should go right after **Education** in such a case, otherwise keep it under **Professional Development**.

Remember, consistency is the key!

List of Action Verbs Based on Skills

Management Skills:
Administered, analyzed, assigned, attained, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, executed, improved, increased, organized, oversaw, planned, prioritized, produced, reviewed, scheduled, strengthened, supervised

Creative Skills:
Acted, conceptualized, created, customized, designed, developed, directed, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, planned, revitalized, shaped

Helping Skills:
Assessed, assisted, clarified, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, motivated, referred, rehabilitated, represented

Communication Skills:
Addressed, arbitrated, authored, collaborated, convinced, corresponded, developed, directed, drafted, edited, enlisted, facilitated, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited

Research Skills:
Clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed, systematized

Clerical or Detail Skills:
Approved, arranged, catalogued, classified, collected, compiled, dispatched, executed, generated, implemented, inspected, monitored, operated, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, systematized, tabulated, validated

Financial Skills:
Administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, forecasted, managed, marketed, planned, projected, researched

Technical Skills:
Assembled, built, calculated, computed, designed, devised, engineered, fabricated, maintained, operated, overhauled, programmed, remodeled, repaired, solved, upgraded

Teaching Skills:
Adapted, advised, clarified, coached, communicated, coordinated, developed, enabled, encouraged, evaluated, facilitated, guided, informed, instructed, persuaded, stimulated, trained

More Accomplishments:
Achieved, expanded, improved, reduced, resolved, restored, spearheaded, transformed

Professional Experience:
How to Write Detailed Descriptions

What you've done is impressive if you use language that fully explains what you did.
Take the time to write out full sentences – tell the reader what you did and why it is important.

BAD Example

Operations Associate   May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Catalogued inventory ×
- Part of a team that developed new resumes ×
- Went through resumes of students to find out problems ×

DECENT Example

Operations Associate   May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Organized inventory ×
- Developed new resume templates for freshmen and upperclassmen ×
- Scrutinized resumes of rising seniors and juniors ×

IMPRESSIVE Example

Operations Associate   May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Scrutinized resumes of 176 rising seniors and juniors to formulate strategies for group and individual sessions on resume writing and career development ✓
- Created a new career development guide that contains 2 resume templates for freshmen and upperclassmen, an overview of the interview process, & guidelines for using LinkedIn effectively ✓
- Organized inventory of 3 areas to increase efficiency ✓

The Wabash Format

On the next five pages are examples of the Wabash Format for your resume. Each is tailored to a specific role/function/industry. Why do we have a Wabash Format? Because our formats work – we have 20 years of outstanding outcomes that prove that it works! Use this as an example to build out your resume. Follow the formatting, the bolding and the bullet points and you will have your resume ready to go in no time. You can also find a Word Template for the General Example on Handshake under Resources.

Then, you can send it to career@wabash.edu and we will look at it for you and provide you feedback. Send it to us as a Word document. If you would like to talk to someone, you can also call us or set-up and appointment on Handshake - and we can help you out. The number to call is: 765-361-6414.

Clark S. Kent

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superhero@wabash.edu | (212) 555-2222 | linkedin.com/superman

PROFILE

Faster than a speeding bullet, able to leap tall buildings in a single bound and stop a locomotive with bare hands. Significant experience in print and web-based journalism. Seeking a position in news gathering and online distribution.

EDUCATION

B.A. Superheroism Wabash College, Crawfordsville, IN   GPA: 3.98/4.0   May 2017
Minors: French and Classics
Study Abroad: The Sorbonne, Paris, France; intensive French language and culture studies   Spring 2016

Research Project: Developed independent theory of existence based on the teachings of Confucius and Gandhi; theory was adopted by *The National Society of Existential Thought* as the official groupthink belief`
Coursework: Benefits of Superheroism, Musings on the Fantastic Four, The Perils of Kryptonite, Saving Societies and Planets, Consulting Practices in Web Journalism, French Culture and Mores, The Perils of Poseidon

INTERNSHIP

Kryptonite Destruction Technician/Writer   Summer 2016
Luthor Industries, Radioville, IN

- Learned to identify kryptonite within 3 milliseconds via internal and external sensory techniques
- Researched, created, and perfected kryptonite disposal system resulting in 100% success rate
- Authored weekly articles for *LuthorLinks* newsletter on world domination to befuddle the competition

EXPERIENCE

Mild-Mannered Reporter   2014 -present
The Bachelor, Wabash College

- Investigate newsworthy topics, interview students and staff and write original articles, including a national Newberry Award-winning expose on shenanigans at *The DePauw Daily Planet*
- Write weekly "Truth Justice and The American Way" advice column; increased readership 34%

Superhero   2002 – present
Omnipresent, The Universe

- Protect the lives of citizens here and abroad through the development of WorldWatch, a 24/7 monitoring device
- Awarded keys to 73 cities for heroic efforts, including rescuing babies and stopping runaway trains

Additional Experience: Television Actor, Supermarket Ribbon Cutting Dignitary, Phone Booth Repairman

EXTRACURRICULAR EXPERIENCE

Founder, Wabash Comic Book Society: Created 32-member group dedicated to superhero comics; Spearheaded annual Campus Comics masquerade party attracting 570 participants through social media blitz and chapel presentation

Sigma Upsilon Pi Fraternity,

- **Rush Chairman,** increased 2013 pledge class size 23% through summer RushFest in Naples, Italy
- **Social Chair,** planned and executed 45 successful parties with a combined budget of $25,956 attracting 1578 guests, raising $2200 for local food pantry

Forward, Wabash College Frisbee Golf Team: Selected all-conference 3 years
Computer/Technical Skills: Proficient in MS Publisher, PageMaker; Experience with JavaScript; Knowledge of Flash, Visio
Languages: Fluent in French; Conversational in Czech, Swahili, Farsi; Read Yiddish
Volunteer, Capes for The Community: Coach 14 students aged 4-93 in recreational flying

Alex F. Upperclassman

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afsophom20@wabash.edu | (805) 565-9999 | linkedin.com/in/alexfupperclassman

PROFILE

Technology oriented individual with a foundation of business knowledge. A sound track-record of partaking in effective leadership and collaborative actions. Critical and analytic skills developed through inter-disciplinary experiences.

EDUCATION

B.A. Spanish   Wabash College   GPA: 3.6/4.0   May 2020
Minors: only include if relevant to person hiring; if not, add another bullet to experience

TECHNICAL SKILLS: Experienced with Mathematica, Excel, VBA, Java, SQL, PHP, PowerPoint; Intermediate knowledge of Stata and R

PROFESSIONAL EXPERIENCE

Intern, Liberal Arts Bridges to Business   Summer 2017
Center for Innovation, Business and Entrepreneurship, Wabash College, Crawfordsville, IN
- Developed and presented a business plan to a group of investors for an innovative app solution that addressed the issue of online food orders as part of a 5-person team
- Created 4 Microsoft Excel models to project values on income, balance, and cash flow statements
- Analyzed cases on marketing, social media, franchises, and performed opportunity analysis for 2 start-up ventures
- Completed intensive financial immersion covering financial reporting documents, valuations, and income projections

Financial Services Intern   Summer 2017
Federal Reserve Bank of Chicago, Chicago, IL
- Analyzed annual budgets of over $1 million for 3 government entities and advised on utilizing finances
- Conducted secondary research on 4 major mobile payment companies in a 6-person team
- Studied financial statements, customer feedback, and investors' opinions to present a team project to Market Research Manager and Vice President of Financial Services

Spanish Translator   September 2016 - Present
Montgomery County Free Clinic, Crawfordsville, IN
- Facilitate conversation between healthcare professionals and patients, and translate documents
- Interpret sensitive information about symptoms and medication to patients, and keep track of patients' details

Peer Career Advisor   August 2016 - Present
Wabash College Career Services, Crawfordsville, IN
- Assist students with career related advice and opportunities
- Plan, organize, and implement weekly events for students' professional development

EXTRACURRICULAR EXPERIENCE

Marketing Extern, Crawfordsville Parks and Recreation Department. Analyzed current practices and trends, presented new marketing approach to advertising campaigns
Captain, Wabash College Soccer Team. Led the team to its first ever Division 3 regional championship victory
Staff Writer, *The Bachelor*. Published weekly articles on a wide array of campus-related topics, conducted campus-wide interviews; produced an award-winning college newspaper for 2 consecutive years with a 6-member team
Volunteer, Eagle Scout. Volunteered 150 hours of community service as part of Boy Scouts of America
Language Skills, Proficient in Spanish, conversational in French

Caleb Mills

cmills32@wabash.edu | 765-555-1212 | linkedin.com/in/calebmills

EDUCATION

Mathematics, Economics, Wabash College, IN   GPA 3.6/4.0   May 2019
Minor: Computer Science
Relevant Coursework: Machine Learning, Stochastic Simulation, Python, R, Data Structure, Java, Excel, Corporate Finance, Statistics, Econometrics, Interest Theory, Probability, Statistics, International Finance, Accounting.
Certification: Machine Learning A-Z (Udemy), Python Boot Camp (Udemy)

PROFESSIONAL EXPERIENCE AND DEVELOPMENT

Financial Immersion Program Participant   Fall 2018
Wabash College, Crawfordsville, IN
- Learnt about fundamental concept of Finance such as Present Value, Future Value and how to use them to value companies with Discounted Cash Flow and Dividend Growth Model
- Met professional and Wabash alumni in the field of Finance to learn more about what they do on a daily basis and exchange ideas with them about whether stock market is overvalued.
- Worked in team of five to do a project presenting why the stock market is not overvalued. I used a combination of low volatility index, stable macroeconomic, and strong labor market to argue that the market is not overvalued.

Private Equity Associate Intern   Summer 2017
Arthur R. Baxter Venture Fund, Chicago, IL
- Performed daily company research to find potential target that meets investment criteria for acquisition
- Prepared email campaign to outreach lower middle market business owners based on CRM
- Built a DCF valuation model from scratch and performed valuation on 4 companies with their financials

Investment Banking Analyst Intern   Spring 2017
Little Giant Bank, Miami, FL
- Conducted company and industry research/report by looking at the proper structure and writing
- Completed weekly company reports encompassing Company Overview, Company History, Recent Financing Activities, Acquisition Activities, Executive Board, and Company Financials through scrutinizing Yahoo Finance, Wall Street Journal, Ycharts, EDGAR SEC, Bloomberg, and company website for relevant information

Student Research Assistant   Summer 2015
Wabash College, Crawfordsville, IN
- Collected data about student life at College since 1860s, focusing mostly on athletics, living unit and GPA
- Created a database in Excel and convert the file into Stata input file for running regression and analysis
- Found positive correlation between athletic participation and GPA, especially with people in cross-country, track and field, and tennis.

EXTRACURRICULAR EXPERIENCE

Trader, Analyst, and former Treasurer   Fall 2016
Investment Club, Crawfordsville, IN
- Executed trade on TD Ameritrade platform through monitoring the price on SPY, VIX, and GLD
- Researched company and stock performance to put together a stock pitch for SBUX
- Prepared presentation for weekly meetings about current market, trend to watch, and investment ideas

President   Fall 2016 – Fall 2017
Student Senate, Crawfordsville, IN
- Planned 4 campus events and 6 club events with a budget of over $75,000 in the school year with more than 300 participants attending each event
- Worked with Student Senate for budget request and presented event ideas for approval.
- Organized Wabash Work Day by setting stalls for students to write thank-you note to Professors on cards

SKILLS & INTERESTS

Computer: Excel; Java; Java Script; Python; R; Mathematica; STATA; SQL; Thinkorswim; GitHub
Platform: Spyder, RStudio, Anaconda, Jupyter Notebook, Doctor Java, Sublime Text.
Technical: Stock Pitch, Investment Report, Comparable Analysis, Discounted Cash Flow Analysis, Leverage Buyout Analysis (LBO), Candlestick Chart Analysis, Data Structure, Stochastic Simulation, Machine Learning.

Arthur R. Baxter

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EDUCATION

Wabash College – GPA: 3.82/4.00   **Crawfordsville, Indiana**
Bachelor of Arts in Politics, Philosophy & Economics PPE; Religion (minor)   *May 2019*
Coursework: Economic Excel, Probability, Statistics, Calculus I, Public Speaking, Constitutional Law
Honors: *Robert S. Harvey Award* for student journalism (awarded twice)

PROFESSIONAL EXPERIENCE

Schroeder Center for Career Development, Wabash College   **Crawfordsville, Indiana**
Head Peer Career Advisor   *August 2016 – Present*
- Lead a team of 14 Peer Career Advisors (PCAs) and guide students individually on career-related opportunities
- Manage the work schedule and keep track of corresponding annual earnings of all PCAs totaling over $80,000
- Created and monitored 3 employer databases incorporating 4-year data for college records in Excel

Legal Aid Society   **Chicago, Ilinois**
Legal Development Intern   *May 2018 – July 2018*
- Wrote 5 grant requests and developed a comprehensive annual fundraising plan worth $250,000
- Raised over $83,000 successfully in the first quarter and set a new goal to raise over $300,000 by year's end
- Arranged 3 legal clinics and provided 1-on-1 advice to 75+ clients on how to successfully file a lawsuit

BUSINESS & CONSULTING EXPERIENCE

Enfocus Incorporation   **Elkhart, Indiana**
Innovation Consultant Intern   *May 2017 – July 2017*
- Drafted and proofread contractual agreement forms to confirm contracts with 5 local clients
- Calculated 7-year wages, transportation trends, and employment opportunities for 52 Midwestern counties
- Revamped the city's Adult Learning program to provide long-term competitive strategies with a team of 4

Financial Immersion Program   **Crawfordsville, Indiana**
Center for Innovation, Business and Entrepreneurship   *October 2016*
- Developed an Excel financial model, with a team of 4, analyzing potential operations and savings costs for Wabash College as a result of joining an off-site employer health clinic; presented findings to a 4-judge panel

Fullbridge Business Fundamentals Program   **Indianapolis, Indiana**
Center for Innovation, Business and Entrepreneurship   *January 2016*
- Performed financial statement and business analysis for a 5-team member project
- Placed 1st in business related case competition examining best practice research models

LEADERSHIP & ACTIVITIES

Student Senate, Wabash College   **Crawfordsville, Indiana**
Chairman   *January 2017–Present*
- Serve as a voice of multiple groups on campus and advance concerns to the wider campus body

Pre-Law Society, Wabash College   **Crawfordsville, Indiana**
Vice President and Treasurer   *April 2017 – Present*
- Oversee a budget of $5000 per semester and organize 40+ law-related events and activities in a school year

The Bachelor – Weekly Newspaper, Wabash College   **Crawfordsville, Indiana**
Opinion Editor   *January 2017 – Present*
- Produced a statewide award-winning newspaper for 2 consecutive years with a team of 6 editors

Wabash Democracy and Public Discourse, Wabash College   **Crawfordsville, Indiana**
Democracy Fellow   *August 2017 – Present*

Facilitate and mediate community conversations on matters ranging from domestic violence to mental health

Elijah Baldwin

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EDUCATION

Wabash College, Crawfordsville, IN,   Expected: May 20XX
Bachelor of Arts in Chemistry, GPA: XX/4.0
Representative Coursework: Chemical Engineering and Process Modeling, Chemical Engineering Thermodynamics, Chemical Kinetics and Chemical Reactors
National University of Singapore, *Wabash Summer Session in Singapore*, June – July 20XX
Coursework: Southeast Asia in Context (International Studies), Introduction to Southeast Asian History
Hometown High School, Anytown, CA, *Diploma*, 20XX
Awards and Honors: Princeton Book Award, Heifermann Family Scholarship, Academic Decathlon, National Merit Semi- Finalist, Peer Counselor and Mediator, AP Scholar with Distinction

EXPERIENCE

Wabash College, Nanotube Lab, *Researcher*: January 20XX – Present
Conducted synthesis and superconductive analysis of copper oxide nanotube and nanorods; *publication on research pending*
Yale Center for British Art, *Student Assistant to Director of Research:* September 20XX – Present Maintain and update U.S. and U.K. museum contacts, compile library and archival materials for the Head of Research, facilitate travel and lodging arrangements for visiting lecturers, post-docs, and other guests
Jet Propulsion Laboratory - National Aeronautics and Space Administration, Pasadena, CA
Software Engineering and Knowledge Management Intern: June – August 20XX
Beta-tested NASA networking tools and software to promote inter-center knowledge and data sharing, created reviews and collected commentaries on efficacy of such tools and sites, attended seminars on space engineering research and workshops on development of space missions

ACTIVITIES AND LEADERSHIP

Science and Math Achiever Team, *Mentor, Day-Coordinator (20XX), Treasurer (20XX):* 20XX – Present
Mentor and introduce middle school students to research and experimentation, integrate program into various New Haven schools, manage organization costs and budget
Wabash Scientific Club, *Feature and News Staff Writer:* September 20XX – Present
Conduct interviews with science and engineering professors, graduate students, and independent researchers. Representative titles: "Pegasus Project Takes Flight"; "History of Sterling Chemistry Laboratory"; "Book Review: Stephen Hawking's *the Grand Design (2010)*"; "A Gain-Frame Approach to Smoking Cessation"
Q Magazine, *Business Associate:* September 20XX – Present
Build publication name via advertisements and marketing, solicit local and national businesses; prepare and edit grant applications, collaborate with businesses on advertisement design and placement
Student Senate, *Student Delegate*: September 20XX – Present
Formulate and integrate volunteering and service projects throughout Crawfordsville, expand City & College programs and workshops

SKILLS

Languages: Advanced Spanish, fluent in Mandarin Chinese
Computer Software: FORTRAN, C++, Mathematica, MATLAB, POLYMATH, XCode, MacOSX, Microsoft Office Suite, Photoshop, CAD
Laboratory: Proton NMR, mass spectrometry, infrared spectroscopy, gas chromatography, SEM, TEM