



# Resume Essentials

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*Stand Out Before the Interview*

April 10<sup>th</sup>, 2026



# Agenda

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1. Why is a Resume Important?
2. Key components of a resume
3. Design & Formatting
4. Resume Makeover
5. Writing powerful bullet points
6. Q&A



# Why is a Resume Important?

## FIRST IMPRESSION

Your resume is often the very first thing a recruiter sees — long before a handshake or interview. Make it count.

## SETS YOU APART

Recruiters spend an average of 6–7 seconds on initial review. A clear, compelling resume rises to the top of the pile.

## TELLS YOUR STORY

It's a curated snapshot of your skills, experiences, and achievements — your personal marketing document.

## OPENS DOORS

Demonstrates career progression and potential, leading to internships, full-time roles, and long-term growth.

💡 At networking events, your resume is a conversation starter — bring multiple printed copies and keep your digital version ready to share. You should refresh your resume often to include the most up to date information.



# Key Components of a Resume

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## 1. Contact Information

Full name, Professional email, Phone, LinkedIn URL, City & State (no full address needed)

## 2. Objective / Professional Summary

2–3 sentences tailored to the position, What you bring + what you're seeking.

## 3. Education

School, degree, major/minor, GPA (if 3.0+), expected graduation date, relevant coursework, honors

## 4. Professional Experience

Internships, part-time/full-time jobs, job shadows — listed in reverse chronological order with action-word bullets

## 5. Skills

Technical tools, software, languages, certifications — keep it relevant and honest

## 6. Additional Sections

Awards, volunteer roles, community service, certifications, campus leadership



# Resume Design & Formatting

## Yes

- Keep it to **one page** (for students/early career)
- Use **consistent fonts** — 10–12pt body, 14–16pt name
- Use **action verbs** to start every bullet
- Quantify achievements: *"managed 15 accounts"* vs. *"managed accounts"*
- Maintain **clear white space** for readability
- Save and submit as a **PDF**
- Use a **professional email address**
- Proofread — then proofread again

## No

- Include a **photo, age, or marital status**
- Use **crazy colors or decorative fonts**
- Include your **full home address**
- Use clichés: *"hard worker," "team player," "go-getter"*
- Copy exact phrases from the job description verbatim
- List **references** directly on your resume
- Include **high school info** if you're in college
- Use personal pronouns like *"I"*



# Before & After: Resume Makeover

~\*~ *John Smith* ~\*~

123 Oak Street, Springfield, IL 62701 · DOB: 04/12/2001 · Single

**OBJECTIVE:** To get a good job and gain experience.

## School

Johnson University, Hartford CT  
Northern High School

## EXPERIENCE

Retail Store — Sales Associate, Summer 2023

- I was a team player and helped customers find products.
- Increased store sales.

**SKILLS:** Microsoft Word, Instagram, TikTok

## REFERENCES:

Jane Doe (my manager) – (860) 555-1234

Bob Lee (professor) – (860) 555-5678

## John Smith

Springfield, IL · (555) 234-5678 · jsmith@email.com ·  
linkedin.com/in/jordansmith

## OBJECTIVE

Motivated finance student seeking a summer internship at Travelers to apply analytical skills and customer service experience in a dynamic insurance environment.

## EDUCATION

**Johnson University, Hartford CT**

*B.S. Finance · GPA: 3.5 · Dean's List 2025–2026*

Expected May 2027

## EXPERIENCE

**Burger Barn – Shift Lead**

June–Aug 2023

- Supervised team of 6 during peak hours, reducing average wait time by 20%
- Processed 100+ customer transactions daily with zero cash-handling errors



# Power Up Your Bullets with Action Words

## Analytical

Forecasted

Modeled

Evaluated

Analyzed

Resolved

Validated

Identified

Researched

## Leadership

Streamlined

Achieved

Led

Managed

Directed

Trained

Generated

Directed

Supervised

## Collaboration

Negotiated

Communicated

Collaborated

Partnered

Coordinated

Presented

Supported

Facilitated

## Execution

Built

Designed

Developed

Implemented

Launched

Executed

Optimized

Transformed



## How to: Build a Powerful Bullet Point

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Choose an action verb



Managed

Describe the task/  
responsibility



Weekly inventory  
reports for a team of 8

Add a quantified result



Reducing errors by  
30% over 3 months

### Example:

*“Managed weekly inventory reports for a team of 8, reducing errors by 30% over 3 months”*



**Practice: Break into small groups and identify key elements in the job description below. Discuss how you would tailor your resume to match this role.**

*An engineer with two years of work experience and/or a master's degree is responsible for designing, developing, and testing technical solutions to complex problems. They leverage their advanced education and practical experience to collaborate with cross-functional teams, ensuring projects meet specifications, budgets, and timelines. These engineers apply scientific and mathematical principles to innovate and improve products, systems, or processes, drawing on their specialized knowledge. They conduct research, analyze data, and create detailed documentation to support their work, demonstrating a strong foundation in both theory and practice. Additionally, they stay updated with industry trends and advancements to maintain competitive and efficient practices, utilizing their academic and professional background to drive success.*

## Interactive Exercise

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# Thank You!

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