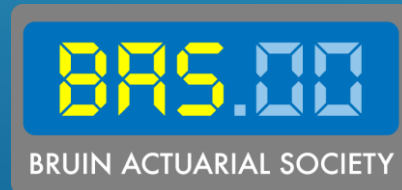


2018 RESUME WORKSHOP

Bruin Actuarial Society



Importance of a Solid Resume

- Companies usually use technology that filter out resumes that lack **key words / phrases**
- Recruiters spend an average of **6 seconds** reviewing a resume.
- Resumes usually **guide the interview**.

General Tips: Format

- One page long
- Consistent margins and fonts
- No large blank spaces
- 10-12 pt. font
- “Quadrant Rule”: If you divide your resume into four equal quadrants, there should *roughly* be the same amount of text and white space in each.
 - Pay special attention to the top-right quadrant: This is typically the culprit of an unbalanced resume.

General Tips: Content

- Contact information: email, phone, **permanent** address (unless your permanent address is outside the US)
- Effective, concise bullet points:
 - **What** you did
 - **How** you did it
 - **Why** it matters
- Varied, strong, past tense action verbs
- Keep information relevant!
 - Unless you're a freshman, minimize or exclude material from high school

General Tips: Resume Critique Comments

- Keep a reasonable number of bullet points. 2-4 is standard (1 is probably not enough, and 5 or more is pushing it)
- Pay attention to the difference between hyphens (-), en dashes (–), and em dashes (—). Keep the spacing on either side consistent. Don't do the following:
 - Jun 2017- Jul 2017
 - Aug 2018 – Present
- Stick to consistent date abbreviations. Don't abbreviate “Jun” but not “July”, etc.
- Use a professional email address!

General Tips: Resume Book Comments

- Recommendation: List passed exams near the top
 - This is one of the first things recruiters look for! Don't list passed exams in some obscure place.
- Indent properly on the left. Line up dates on the right.
 - Your resume looks sloppy otherwise. More on this afterwards.
- Do not list work experience with no bullet points below
- No excess white space! Fill it up with things you've accomplished. Take advantage of all the space you can get.

General Tips: Firm Rep Comments (2017)

- Stick to standard formats (recruiters don't want to have to look for important information)
- Most significant / most recent information first
- Expected graduation dates should be listed
 - This lets recruiters know if you're looking for an internship or a full-time position
- List when you passed / when you intend to sit for exams

General Tips: Firm Rep Comments (2017)

- Avoid generic, qualitative character traits such as “hard-working” and “motivated”
 - Anyone can say they’re “hard-working”. Show you’re hard-working through your bullet points.
- Expand on descriptions of work experiences, but don’t be too wordy
 - Don’t list work experience without any bullet points.
- Leave “relevant coursework” out, unless you have nothing else to include (most of the time, it’s not “relevant”)
 - Some exceptions apply, such as if your coursework is actually relevant and worth talking about (e.g. Math 176, Math 191)

Education Section

- Include expected graduation date
- Include previous college if transfer student
- Include GPA if over 3.0
- Do not include high school or high school GPA (unless you're a freshman)

Exams Section

- Either right before or right after education section
- **Include month passed**
- Scores 8 or above can be included if you wish (it doesn't really matter, but some employers may care)
- For exams you're sitting for, make sure the exams and dates are valid
 - What's wrong with "Sitting for Exam P Dec 2018"?
 - What's wrong with "Sitting for Exam MFE Mar 2019"?
- Do not list exams you're sitting for too far in the future
 - E.g. "Sitting for Exam FM Oct 2019"

Professional Experience Section

- Include:
 - Company name (and brief intro, for smaller companies)
 - Title
 - Timeline
 - Location
- Format consistently for all work experience
- Strong bullet points!
 - More on this later

Leadership / Extracurricular Section

- Focus on one or two organizations that you are actively involved with
 - Any more, and you won't have much space left for experiences relevant to an actuarial position
- Showcase different skills and interests
- Display a wide range of experiences
- These don't have to be actuarial—any leadership or involvement outside of career-oriented activities is helpful!

Additional [Skills] / Technical Section

- Good place for technical skills, software, languages, etc.
- List skill level if applicable
 - Do not waste valuable space saying you're proficient in Microsoft Office, Word, PowerPoint, etc. It's much better to list Excel and/or Access explicitly.
 - **Excel:** There's a big difference being able to basic tasks (VLOOKUP, PivotTables, etc.) and having a mastery of the software (e.g. VBA macros)
 - Similar for most other programming languages. You wouldn't want to list "C++" and then not be able to answer a complicated question about pointers and doubly linked lists.
- A line for interests may be included if you prefer (this may serve as a talking point during interviews)

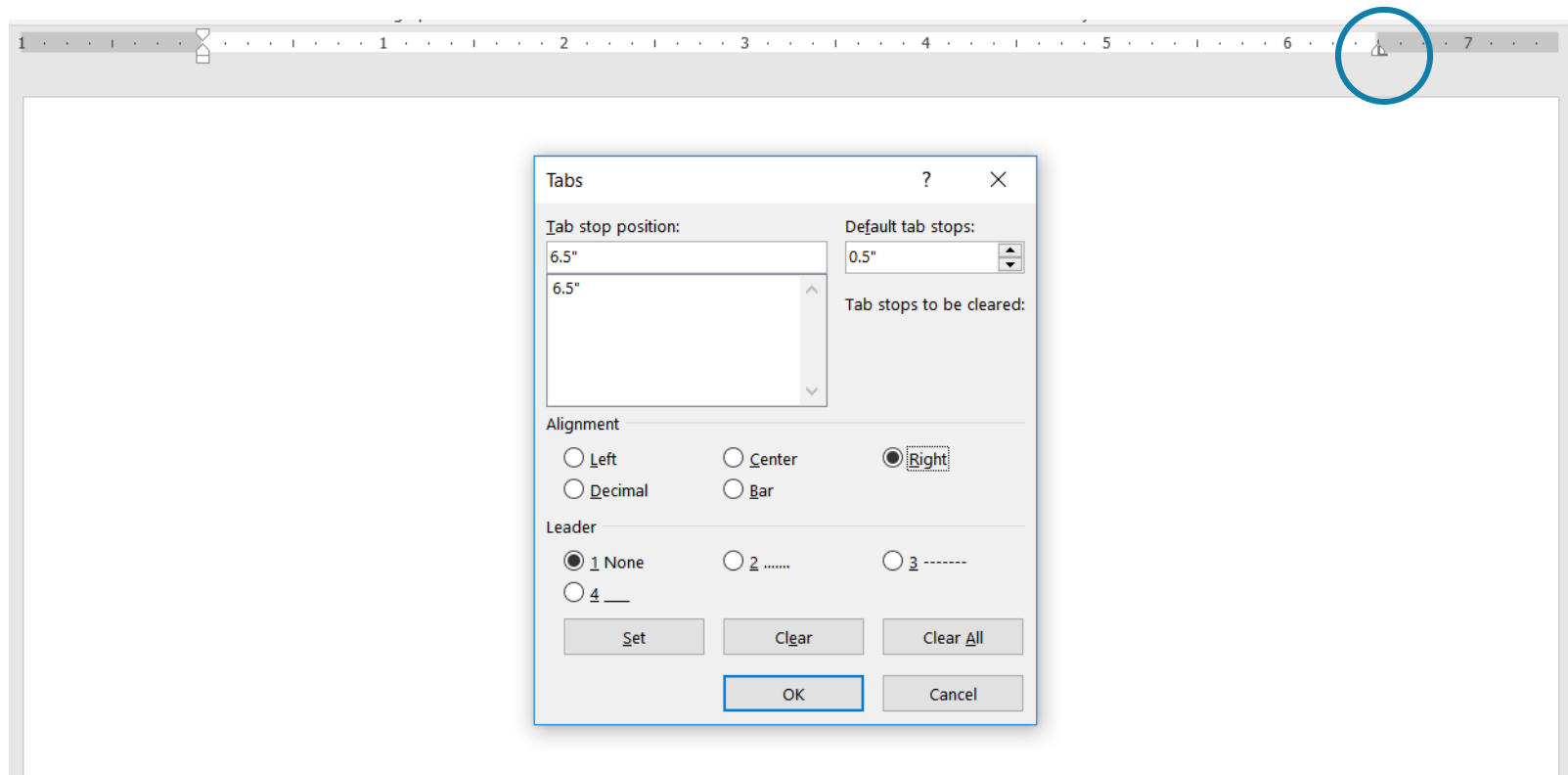
A Quick Guide to Strong Bullet Points

- Think from the recruiter's point of view: What can this person bring to my company?
- Results-oriented (some statistics are always good)
- Start with strong, past-tense action verbs (and try to use different ones each time)
- General structure:
 - What you did
 - How you did it
 - Impact

A Quick Guide to Strong Bullet Points

- Remember: **what** you did, **how** you did it, **why** it matters
- Weak:
 - Used Microsoft Excel to price homeowners' insurance
- Stronger:
 - Modified homeowners' insurance rate relativities by analyzing rate adequacy by segment
- Strong:
 - Modified homeowners' insurance rate relativities by analyzing rate adequacy by segment, minimizing policy-level premium dislocation while ensuring sufficient increase in total premium

Tab Stops: How to Right-Align Dates



Keep in Mind

Always send as
PDF

Watch for
spelling /
grammar errors

Keep
information
relevant

Format
consistently

Always a Work in Progress

Brainstorm



Write



Revise

Questions?