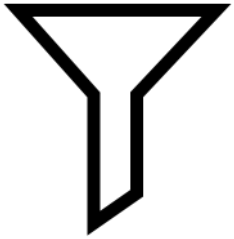


RESUME WORKSHOP

Bruin Actuarial Society

WHY IS A GOOD RESUME IMPORTANT?



Companies use technology to automatically filter out resumes without certain keywords/phrases



Recruiters spend an average of **6 seconds** reviewing a resume



Resumes usually guide the interview

GENERAL TIPS

FORMAT

Elon Musk

elonmusk@teslamotors.com
650-681-5000
Los Angeles, USA
elon.musk

Aiming to reduce global warming through sustainable energy production and consumption, and reducing the "risk of human extinction" by "making life multi-planetary" and setting up a human colony on Mars.



Work Experience

06/2006 - Present San Mateo, USA
Chairman
SolarCity
Accomplishments
Created a collaboration between SolarCity and Tesla to use electric vehicle batteries to smooth the impact of rooftop solar on the power grid.
Provided the initial concept and financial capital.

03/2004 - Present Palo Alto, USA
CEO and Product Architect
Tesla Motors
Accomplishments
Currently oversee the company's product strategy – including the design, engineering and manufacturing of more and more affordable electric vehicles for mainstream consumers.
Insisted on using carbon fiber composite materials in the hull to minimize weight, developed the battery module and even some elements of design, like the headlights.
Received Global Green 2006 product design award for Tesla Roadster design.

06/2002 - Present Hawthorne, USA
CEO and CTO
SpaceX
Accomplishments
Plans to reduce space transportation costs to enable people to colonize Mars.
Oversee the development of rockets and spacecraft for missions to Earth orbit and ultimately to other planets.
Developed the Falcon 9 spacecraft which replaced the space shuttle when it retired in 2011.

03/1999 - 10/2002 San Jose, USA
CEO
X.com and PayPal
Accomplishments
Involved in the development of new business models, conducted a successful viral marketing campaign, which led to a rapid increase in the number of customers.
Created a method of securely transferring money using a recipient's e-mail address.

01/1995 - 02/1999 California, USA
Co-Founder
Zip2
Accomplishments
Created a platform where newspapers – including credible ones as New York Times – could offer their customers some additional commercial services.

Education

09/1992 - 06/1995
Bachelor of Science in Economics
Wharton School of the University of Pennsylvania

09/1992 - 06/1995
Bachelor of Science in Physics
Penn's College of Arts and Sciences

Skills & Competences

Thinking through first principles	████████████████████
Micromanaging	██████████████████
Goal oriented	████████████████████
Future focused	████████████████████
Critical thinking	██████████████████
Resiliency	████████████████████
Verbal and written communication	██████████████████
Leadership	██████████████████
Creativity	██████████████████
Time Management	████████████████████

Achievements & Certificates

IEEE Honorary Membership (2015)
Given to people who have rendered meritorious service to humanity in the IEEE's designated fields of interest.

Businessperson of the Year by Fortune Magazine (2013)
Prize received for the following companies: "SpaceX", "Tesla Motors" and "SolarCity"

FAI Gold Space Medal (2010)
One of the highest honors in the aerospace industry, shared with prominent personalities like Neil Armstrong and John Glenn.

Honorary doctorate in Design from the Art Center College of Design

Honorary doctorate (DUniv) in Aerospace Engineering from the University of Surrey

Honorary doctorate of Engineering and Technology from Yale University

Languages

English Afrikaans

Interests

Physics | Sustainability | Philanthropy | Extraterrestrial life | Alternative energy sources | Space engineering | Reading | Video games

novoresume.com

- One page long
- Consistent margins & fonts
- No large blank spaces
- 10-12 pt font

“**Quadrant Rule**”: Aim to have the same amount of blank space and text in each quadrant

- Common Weakness: Usually the top right has too much white space

CONTENT

- Contact Information: email, phone number, **permanent** address (within US)
- Effective, concise bullet points – **What, How, Why**
- Varied, strong, past tense action verbs
 - See page 18 of our handbook for more action verbs
- Limit to relevant information – Exclude high school content unless you are a freshman

Action Verbs by Skill Categories

Administrative	Communication	Creative	Organizational	Tutoring	Technical	Management
administered	addressed	conceptualized	arranged	adapted	assembled	advanced
allocated	articulated	created	audited	advised	built	appointed
assigned	authored	customized	catalogued	assisted	calculated	balanced
attained	clarified	designed	collected	clarified	computed	chaired
consolidated	composed	drafted	compiled	coached	critiqued	coordinated
controlled	convinced	fashioned	critiqued	communicated	designed	delegated
coordinated	corresponded	formulated	diagnosed	counseled	devised	directed
directed	directed	founded	facilitated	demystified	engineered	established

RESUME CRITIQUE COMMENTS

- Use a reasonable amount of bullet points (2-4)
- Know the difference between hyphens, en dashes, and em dashes
 - Ensure spacing on either side of the dashes is consistent
- Keep date abbreviations consistent
 - **Don't** abbreviate “Mar” but not “June”
- Use a professional email address

— (hyphen) — (en dash) — (em dash)

COMMENTS FROM FIRM REPS

- Make sure there is some white space to avoid overwhelming the reader
- Clearly state your graduation date
 - Helps firm reps quickly identify if you are looking for internship or full-time offers
- **Avoid** generic, qualitative character traits (e.g. hard-working, motivated)
- Check for spelling errors/formatting mistakes



SECTIONS OF A RESUME

EDUCATION

- Include:
 - Expected graduation date
 - GPA if over 3.0
 - Max GPA for reference (e.g. 3.5/4.0)
 - Previous college if transfer students
- Do **NOT** include high school (unless you are a freshman)

EDUCATION

University of California, Los Angeles

B.S. Financial Actuarial Mathematics, Specialization in Computing

Los Angeles, CA

Expected Jun 2021

- GPA: 3.XX/4.00
- Activities: [List some club memberships]
- Relevant Coursework: Mathematics of Finance, Life Insurance and Annuities

EXAMS

- Place either right before or right after Education section
- **Include month passed**
- Scores of 8 and above may be included
- Make sure sitting exams are valid (Ex: Exam P only occurs in odd months)
- **Do not** list exams too far in the future
- **Do not lie about exams**
 - Firm reps can easily verify your exams using Actuarial Lookup
 - If given an offer, they will ask for transcripts as proof of passing

ACTUARIAL EXAMS

- Passed Exam P (Score: 8/10) Jan 2019
- Sitting for Exam FM Dec 2020
- Fulfilled VEE Economics Jun 2019

PROFESSIONAL EXPERIENCE

- Include:
 - Company name (brief intro for smaller companies)
 - Position title
 - Start and end dates
 - Location
- Consistent formatting for all work experience
- Strong bullet points
 - More on this later

WORK EXPERIENCE

ABCD Company

Position Title

City, State

Jun 2020 – Aug 2020

- [Arrange bullet points in order of importance/relevance]
- [Start each bullet point with a strong, past-tense action verb]
- [Talk about *what* you did, *how* you did it, and *why* it matters]
- [Think about and focus on what skills and experiences an employer would care about]

XYZ Company

Position Title

City, State

Jun 2019 – Sep 2019

- [Try to have around 3 bullet points for each item—at least 2, no more than 4]
- [Be specific about what you accomplished—broad generalities aren't helpful]
- [Replace old, irrelevant work experience with more applicable actuarial experiences when possible]
- [Remove experiences from high school unless you are a freshman]

RELEVANT EXPERIENCE

Bruin Actuarial Society Case Competition

Finalist

Los Angeles, CA

Jan 2019

- [Try to fill as much of the line as possible—use all the space you can]
- [If your bullet point goes to a second line, try to use as much of it as you can so it doesn't look bare]
- [Use a variety of action verbs—there are plenty to choose from; avoid repeating]

LEADERSHIP/EXTRACURRICULARS

- Focus on two or fewer organizations that you are **actively** involved in
- Showcase different skills, interests, and experiences
- Does not have to be actuarial – any leadership is helpful!

LEADERSHIP

Name of Society / Club

Los Angeles, CA

Position Title

Sep 2019 – Present

- [Look for some organizations to seek a leadership position in—doesn't have to be professional]
- [If you don't have any leadership experience, you can list "Extracurricular Activities" instead]
- [Even if the activity isn't professional, try to frame the activity in contexts employers would care about]

OTHER/TECHNICAL SKILLS

- Good place to showcase technical skills, programming languages, software, etc.
 - Make sure to list your proficiency if applicable
- **Do not** waste space with Microsoft Office
- **Excel:** There's a big difference between knowing basic functions (VLOOKUP) and mastering the software (e.g. VBA macros)
- **Change from previous workshop: Do not** list interests or hobbies (feedback from recruiters)
 - Recruiters read many resumes and any interesting hobby you have has probably been seen before

SKILLS

- *Computer Skills:* Intermediate Microsoft Excel, Introductory C++, etc.
- *Languages:* [Languages you can speak and proficiency level]

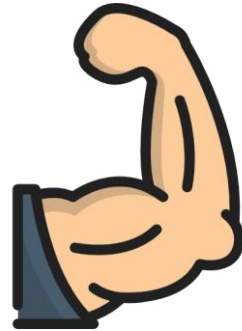


HOW TO WRITE BULLET POINTS

A GUIDE TO STRONG BULLET POINTS



Think from a recruiter's point of view: What can this person bring to my company?



Start with strong past-tense action verbs (and use different ones each time)



General structure:
What you did
How you did it
Impact

EXAMPLE

What you did

How you did it

Why it matters

Weak:

Used Microsoft Excel to calculate rater

Stronger:

Developed driver assignment and driver averaging raters by calculating a Driver Age factor from log-linked GLM relativities

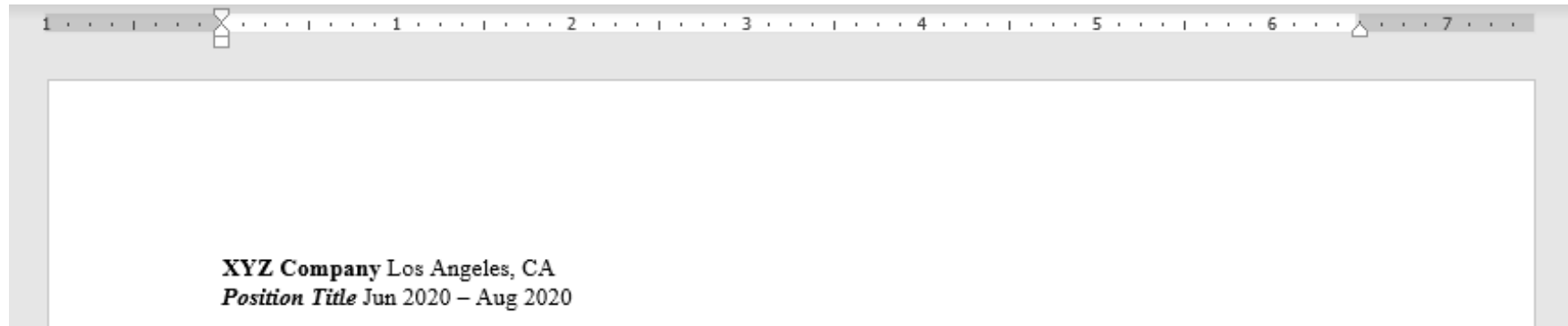
Strong:

Developed driver assignment and driver averaging raters by calculating a Driver Age factor from log-linked GLM relativities in order to evaluate effectiveness of the rating structure

TAB STOPS: HOW TO RIGHT-ALIGN DATES

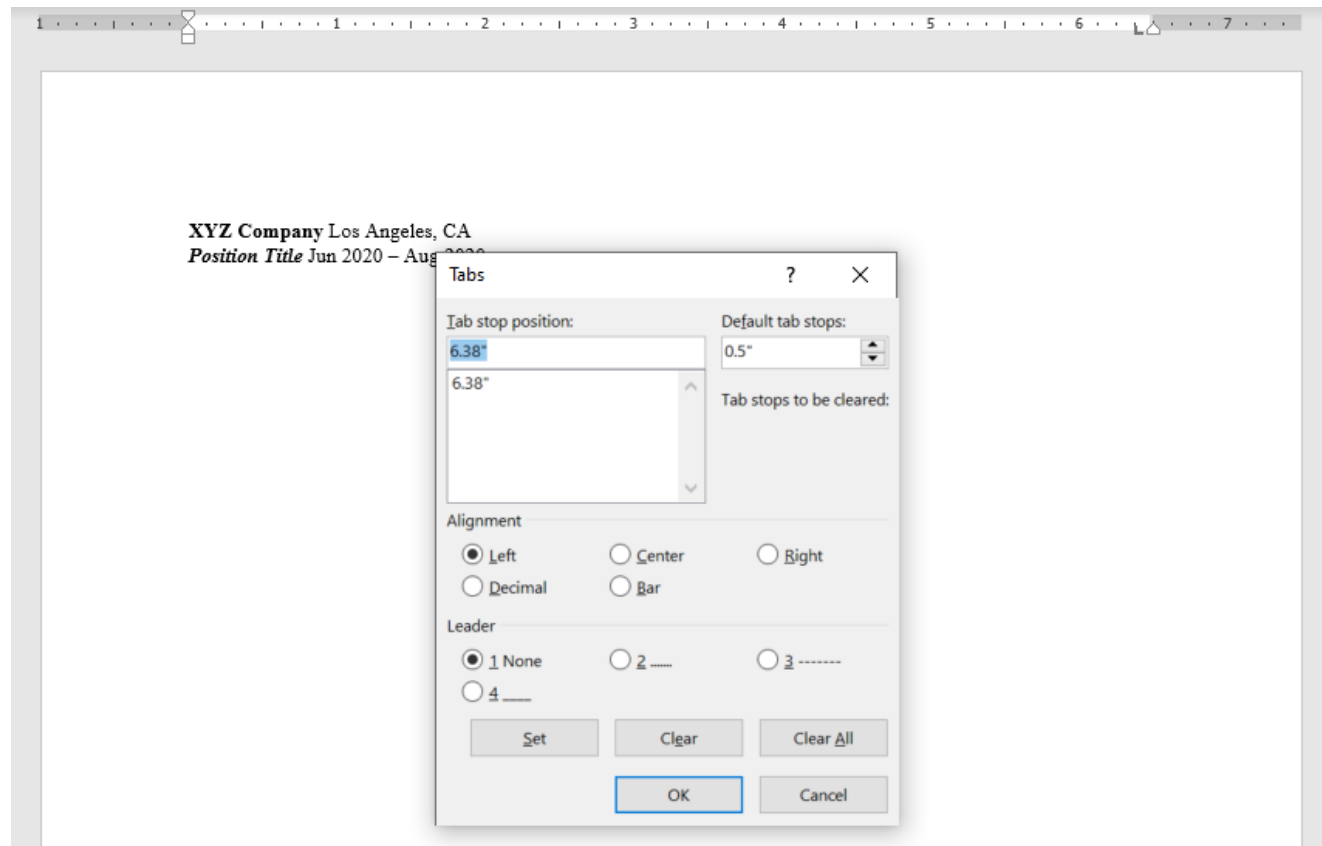
- Instead of using tabs and spaces to line up dates and locations on the right, try using tab stops
 - **Adjusts automatically** to keep your text right-aligned even as you add or remove things
 - More precise than manually adding tabs and spaces

Let's say this is what your resume currently looks like:



TAB STOPS: HOW TO RIGHT-ALIGN DATES

- 1) Select the text you want to apply tab stops to.
- 2) Double-click on the ruler at the top of the page. You should see this pop-up window:



TAB STOPS: HOW TO RIGHT-ALIGN DATES

- 3) Select “Right” and then click “OK”.
- 4) Drag the gray tick mark to the margin stop.



- 5) Now you can press tab between “XYZ Company” and “Los Angeles, CA” and between “Position Title” and “Jun 2020 – Aug 2020”. The location and dates should be perfectly right-aligned.



Final Tips

Always send as a PDF

Watch for spelling/grammatical errors

Keep information relevant

Format consistently



QUESTIONS?



BAS.00

BRUIN ACTUARIAL SOCIETY