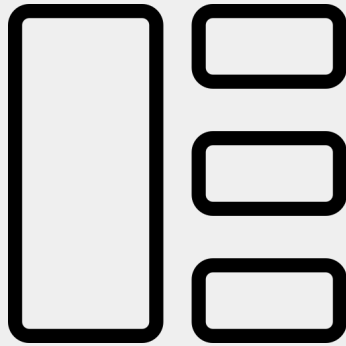# Resume Workshop

Bruin Actuarial Society
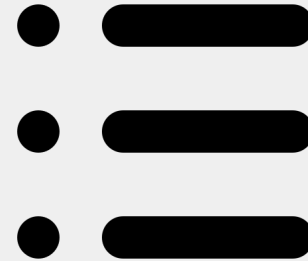
General Tips

Resume Sections

Bullet Points

Q&A

1.
General Tips

General Tips

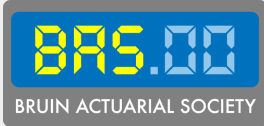## Why is a good resume important?

Resume is the key to unlocking interviews

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

Recruiters spend an average of 6 seconds reviewing resumes

Format

- One Page Long
- Consistent margins & fonts
  - Times New Roman, Calibri
- No Large Blank Spaces
- 10-12 pt font

Make sure to have similar amounts of blank space on top and bottom.

Content

- Contact information: **Professional** email, phone number, permanent address (within US, optional)

- Effective, concise bullet points – What, How, Why and use action verbs

- Varied, strong, past tense action verbs
  - See Page 19 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
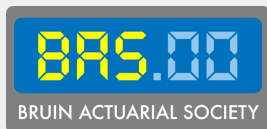
Resume Critique Comments

- 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
  - En (2013) and Em (2014)
- Keep date abbreviations consistent
  - Don't abbreviate "Mar" but not "June"

Hyphen	-
En dash	–
Em dash	—

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- 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

2.

Sections of a Resume

Education

- Include:
  - GPA if over 3.0
    - Max GPA for reference (Example - 3.5/4.0)
  - Expected graduation date (Month + Year)
  - Previous college if transfer students

- Do NOT include high school (unless you are a freshman)

EDUCATION

University of California, Los Angeles	Los Angeles, CA
B.S. Financial Actuarial Mathematics, Specialization in Computing	Expected Jun 2021

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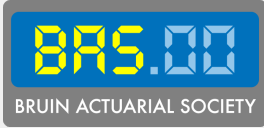
Exams

- 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 transcript 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
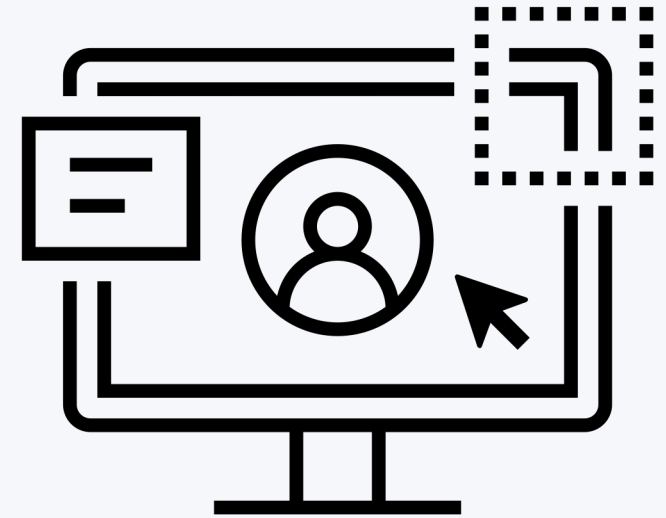
Example

WORK EXPERIENCE

ABCD Company   City, State
Position Title   Jun 2020 – Aug 2020
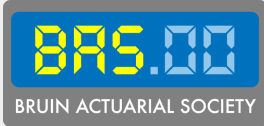- [Arrange bullet points in order of importance/relevance]
- [Start each bullet point with a strong, past-tense action verb]
- [Talk about *what* you did, *how* you did it, and *why* it matters]
- [Think about and focus on what skills and experiences an employer would care about]

XYZ Company   City, State
Position Title   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

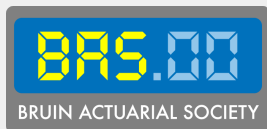**Bruin Actuarial Society Case Competition**   Los Angeles, CA
Finalist   Jan 2019
- [Try to fill as much of the line as possible—use all the space you can]
- [If your bullet point goes to a second line, try to use as much of it as you can so it doesn't look bare]
- [Use a variety of action verbs—there are plenty to choose from; avoid repeating]

- 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

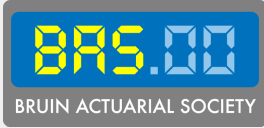**Name of Society / Club**   Los Angeles, CA
Position Title   Sep 2019 – Present
- [Look for some organizations to seek a leadership position in—doesn't have to be professional]
- [If you don't have any leadership experience, you can list "Extracurricular Activities" instead]
- [Even if the activity 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 is a big difference between knowing basic functions (VLOOKUP) and mastering the software (e.g. VBA macros)
- New: 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]

3.

How to Write 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
What is the 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 relatives

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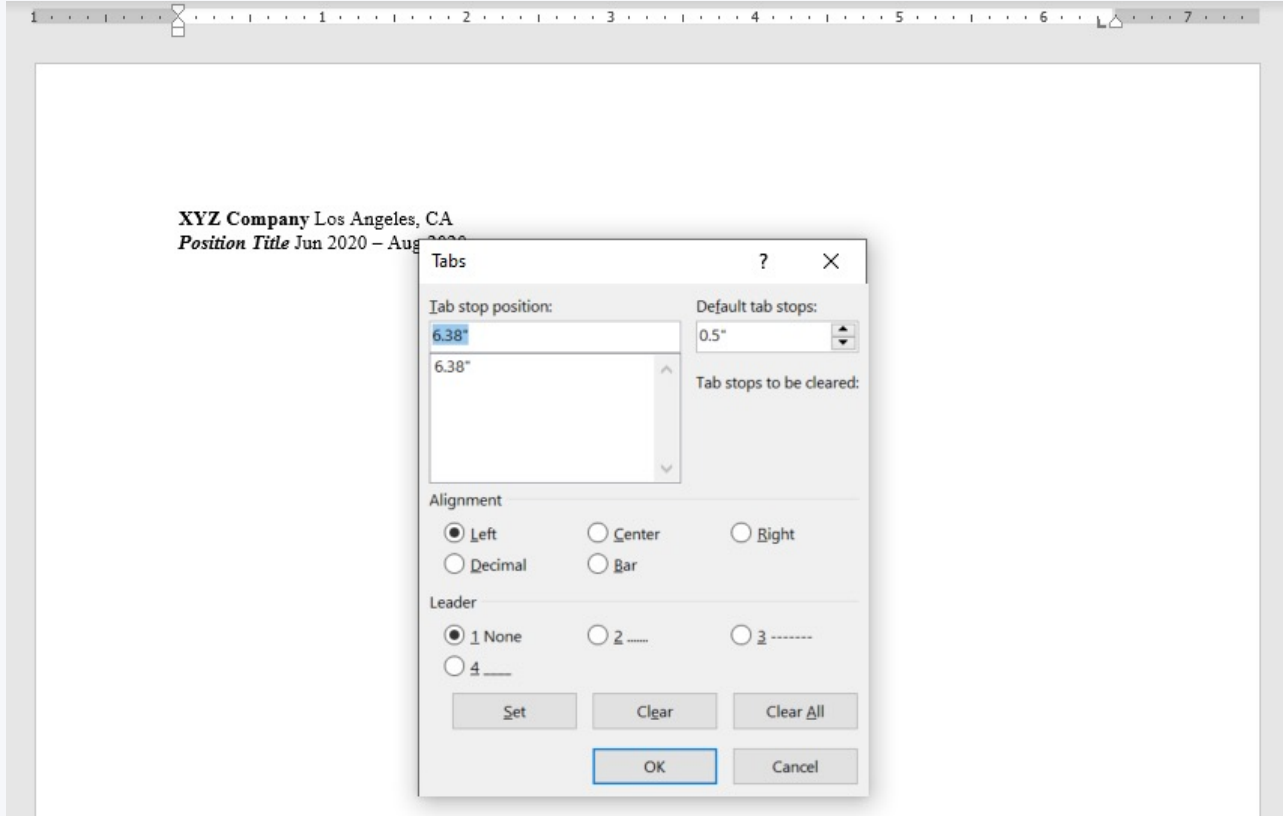
- Instead of using tabs and spaces to line up dates and locations on the right, try using tab stops
  - Adjusts automatically to keep your text right-aligned even as you add or remove things
  - More precise than manually adding tabs and spaces

Suppose this is what you resume looks like:

1. Move the cursor in front of 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:

3. Select "Right" and then click "OK".
4. Drag the gray tick Mark to the margin stop.

3. Now you can press tab between "XYZ Company" and Los Angeles, CA" and between "Position Title" and "Jun 2020 — Aug 2020"
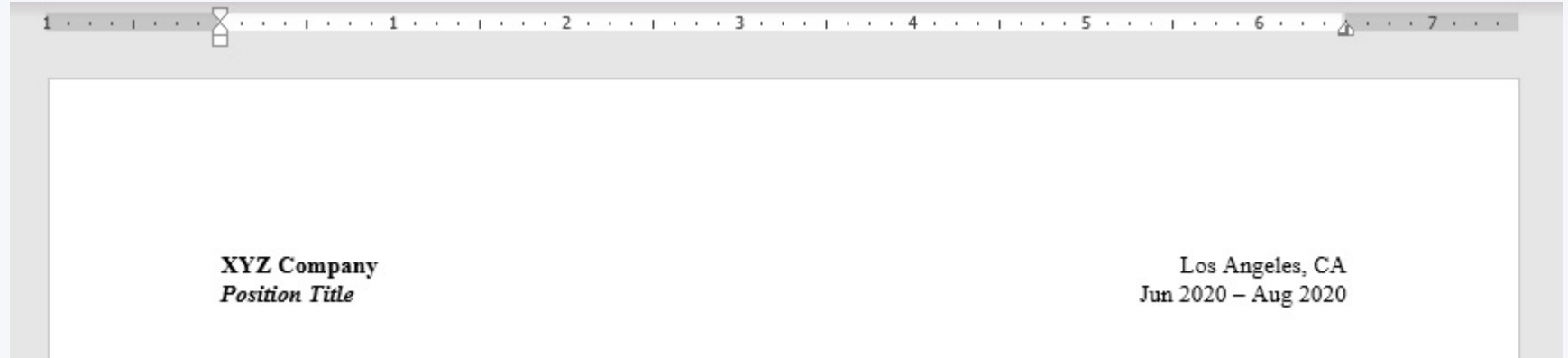
Final Tips

- Always send as a PDF
- Watch for spelling/grammatical errors
- Keep information relevant
- Format consistently
- Additional resources available on BAS website as well as UCLA Career Center

Q&A

AND THAT'S A WRAP!

KEY TAKEAWAYS

- ✓ Strong bullet points and readable formatting
- ✓ Make sure there are no errors
- ✓ Always send as a PDF

ANNOUNCEMENTS

- ✓ Actuarial 101 and Recruitment Prep – Friday 9/30
- ✓ Career Fair – Monday 10/3 (In person) and Tuesday 10/4 (Virtual)

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