

# RESUME WORKSHOP

Tips on How to Write  
a **Successful** Resume



**BAS.00**

BRUIN ACTUARIAL SOCIETY

# AGENDA

01

General Tips

02

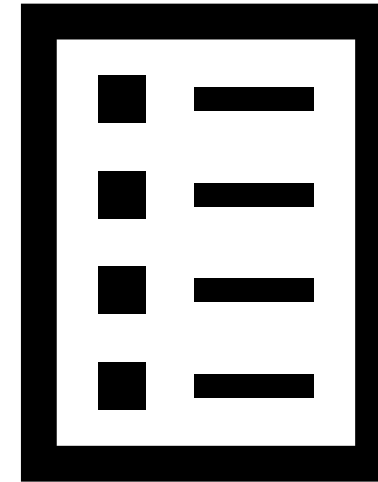
Formatting Dates/Locations

03

Sections of a Resume

04

How to Write Bullet Points



# 1. General Tips



# IMPORTANCE OF A GOOD RESUME

Key to unlocking  
interviews



Go through  
automatic filtering



Takes only 6 seconds  
to review



# FORMAT

- One page long
- Consistent margins
- No large blank spaces
- Consistent font:
  - Times New Roman, Calibri
- Font size: 10-12 pt

FIRSTNAME LASTNAME	
ProfessionalEmailAddress@domain.com   (###) ###-####   Permanent Address	
<b>EDUCATION</b>	
University of California, Los Angeles	Los Angeles, CA
B.S. Financial Actuarial Mathematics, Specialization in Computing	Expected Jun 2020
<ul style="list-style-type: none"><li>• GPA: 3.XX/4.00</li><li>• Activities: [List some club memberships]</li><li>• Relevant Coursework: Mathematics of Finance, Life Insurance and Annuities</li></ul>	
<b>ACTUARIAL EXAMS</b>	
<ul style="list-style-type: none"><li>• Passed Exam P (Score 8/10)</li><li>• Sitting for Exam FM</li><li>• Fulfilled VEE Economics</li></ul>	<ul style="list-style-type: none"><li>Jan 2019</li><li>Dec 2020</li><li>Jun 2019</li></ul>
<b>WORK EXPERIENCE</b>	
ABCD Company	City, State
Position Title	Jun 2019 – Aug 2018
<ul style="list-style-type: none"><li>• [Arrange bullet points in order of importance/relevance]</li><li>• [Start each bullet point with a strong, past-tense action verb]</li><li>• [Talk about <i>what</i> you did, <i>how</i> you did it, and <i>why</i> it matters]</li><li>• [Think about and focus on what skills and experiences an employer would care about]</li></ul>	
XYZ Company	City, State
Position Title	Jun 2018 – Sep 2018
<ul style="list-style-type: none"><li>• [Try to have around 3 bullet points for each item—at least 2, no more than 4]</li><li>• [Be specific about what you accomplished—broad generalities aren't helpful]</li><li>• [Replace old, irrelevant work experience with more applicable actuarial experiences when possible]</li></ul>	
<b>RELEVANT EXPERIENCE</b>	
Bruin Actuarial Society Case Competition	Los Angeles, CA
Finalist	Jan 2019
<ul style="list-style-type: none"><li>• [Try to fill as much of the line as possible—use all the space you can]</li><li>• [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]</li><li>• [Use a variety of action verbs—there are plenty to choose from; avoid repeating]</li></ul>	
<b>LEADERSHIP</b>	
Name of Society / Club	Los Angeles, CA
Position Title	Sep 2018 – Present
<ul style="list-style-type: none"><li>• [Look for some organizations to seek a leadership position in—doesn't have to be professional]</li><li>• [If you don't have any leadership experience, you can list "Extracurricular Activities" instead]</li><li>• [Even if the activity isn't professional, try to frame the activity in contexts employers would care about]</li></ul>	
<b>SKILLS</b>	
<ul style="list-style-type: none"><li>• <i>Computer Skills</i>: Intermediate Microsoft Excel, Introductory C++, etc.</li><li>• <i>Languages</i>: [Languages you can speak and proficiency level]</li><li>• <i>Interests</i>: [List a few of your interests—some interviewers like to see these]</li></ul>	



# COMMENTS FROM FIRM REPS

- Make sure to have some white space to avoid overwhelming the reader
- Clearly state your graduation date
- Avoid generic, qualitative character traits
- Check for spelling errors and formatting mistakes



## 2. Formatting Dates/Locations



# WRITING OUT DATES

- Know the difference between

Jan 2023 - Dec 2023  
↑  
Hyphen

Jan 2023 – Dec 2023  
↑  
En dash

Jan 2023 — Dec 2023  
↑  
Em dash

- Consistent spacing on either side of the dash
- Keep date abbreviations consistent

March 2023 – June 2023

Mar 2023 – June 2023

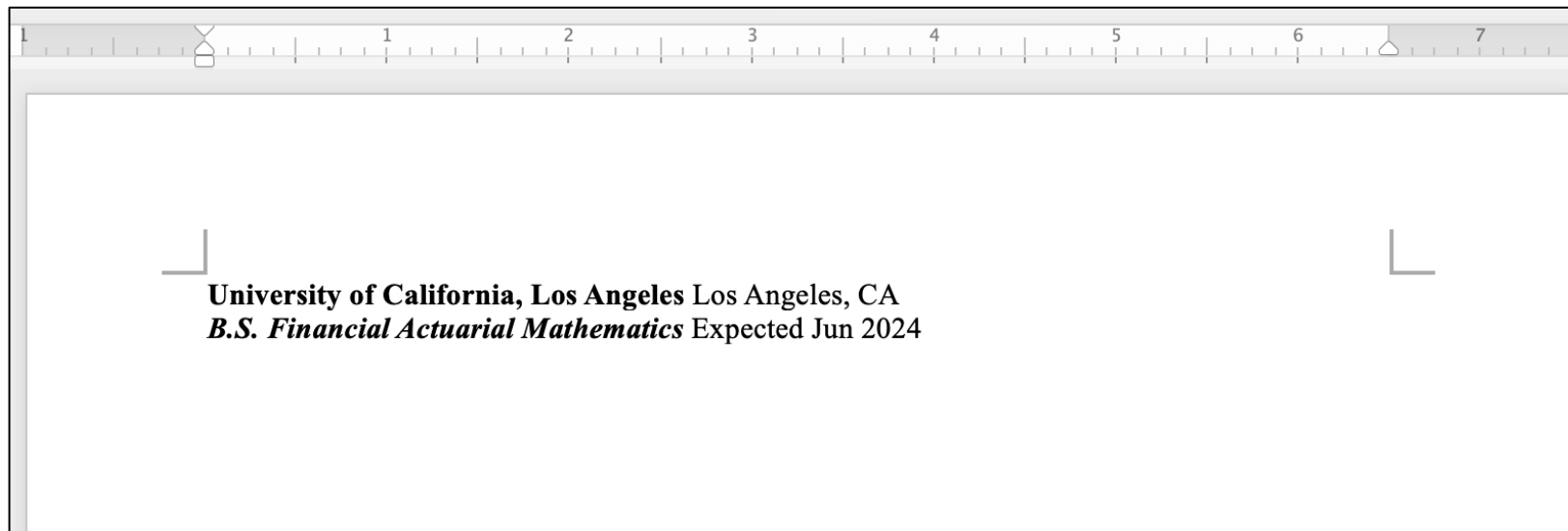
Mar 2023 – Jun 2023





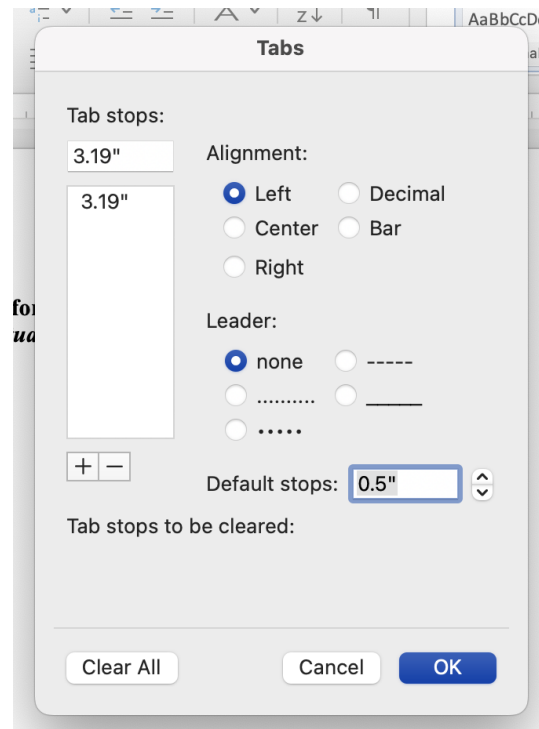
# HOW TO RIGHT ALIGN DATES & LOCATIONS

- Instead of manually adding tabs and spaces, try using tab stops!
- Suppose this is what your resume looks like:



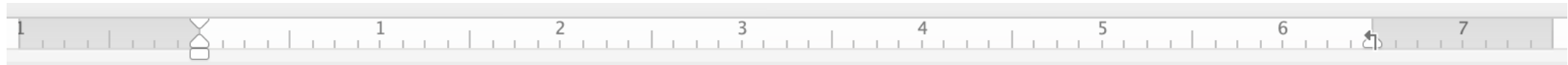
# HOW TO RIGHT ALIGN DATES & LOCATIONS

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:

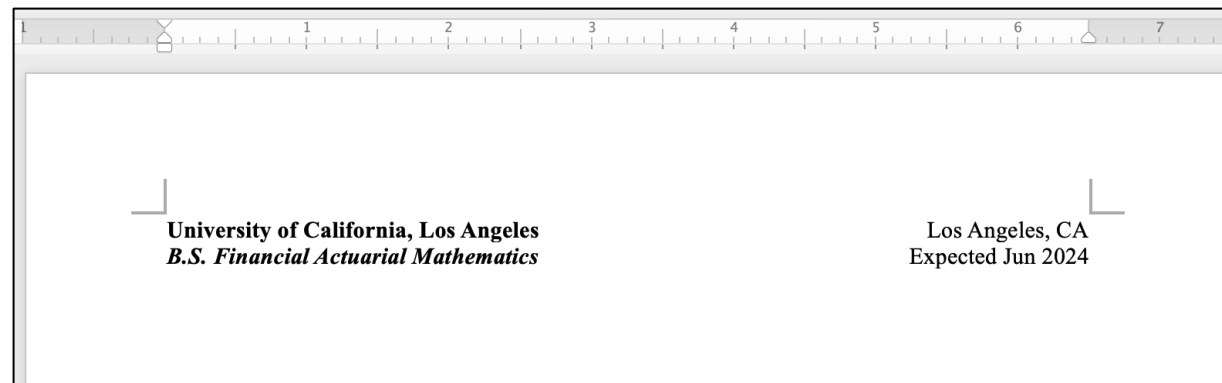


# HOW TO RIGHT ALIGN DATES & LOCATIONS

3. Select “Right” and then click “OK”
4. Drag the gray arrow to the margin stop



5. Now you can press tab between “University of California, Los Angeles” and “Los Angeles, CA” and between “B.S. Financial Actuarial Mathematics” and “Expected Jun 2024”



# 3. Sections of a Resume



# CONTACT INFORMATION

- Professional email (typically includes your full name)
- Phone number
- Permanent address
- [Optional] Link to your LinkedIn profile

**FIRSTNAME LASTNAME**

ProfessionalEmailAddress@domain.com | (###) ###-#### | Permanent Address



# EDUCATION

- Include:
  - Expected graduation date (Month + Year)
  - Previous college (for transfer students)
  - Cumulative GPA (if over 3.00)
  - [Optional] Activities (i.e. club membership)
  - [Optional] Relevant Coursework (do not list course #'s)
- 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 2020

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



# ACTUARIAL EXAMS/CERTIFICATION

- Place either right before or right after the Education section
- Include month passed/sitting for
  - Make sure month is valid (i.e. Exam P only occurs in odd months)
- Scores of 8 and above may be included
- Do not list exams too far in the future (typically within half a year)
- Do NOT lie about exams! (can be verified using Actuarial Lookup)
- VEE credits: only include after you have officially applied (MUST have passed 2 exams)

## 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 on smaller companies)
  - Position title
  - Start and end dates
  - Location
- Consistent formatting for all experience
  - Do not use 5 bullet points for one and 1 for another
- Strong bullet points when describing the job
  - More on this will be covered in the next section





# WORK/RELEVANT EXPERIENCE

## WORK EXPERIENCE

**ABCD Company**

City, State

*Position Title*

Jun 2019 – Aug 2018

- [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 2018 – Sep 2018

- [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]

## 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]



# LEADERSHIP/EXTRACURRICULARS

- Focus on a few (1-3) organizations that you are actively involved in
  - If there are multiple, pick ones that are relevant to the position you're applying for
- Highlight your skill sets, interests, projects, awards, experience, ...
  - For an internship, extracurriculars are as important as work experience
- Does not have to be actuarial-related – any leadership is valuable

## **LEADERSHIP**

**Name of Society / Club**

*Position Title*

Los Angeles, CA  
Sep 2018 – 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]



## 4. How to Write Bullet Points



# TO WRITE STRONG BULLET POINTS

## THINK FROM YOUR RECRUITER'S PERSPECTIVE

WHAT CAN THIS PERSON  
BRING TO MY COMPANY?

HOW DOES MY  
EXPERIENCE ALIGN WITH  
THE POSITION?

## STRONG PAST-TENSE ACTION VERBS

USE DIFFERENT ONE  
EACH TIME

QUANTIFY YOUR WORK  
USING NUMBERS

## FOLLOW THE GENERAL STRUCTURE

WHAT YOU DID

HOW YOU DID IT

WHY IT MATTERS?



# BULLET POINTS EXAMPLE

- What you did
  - How you did it
  - Why it matters (impact)
- Weak
    - Calculated insurance premiums using Excel
  - Okay
    - Conducted insurance premium calculations by utilizing Excel functions and actuarial software
  - Strong
    - Conducted insurance premium calculation by leveraging VBA, Python and SQL programming to achieve a 15% reduction in company's losses



# MORE TIPS ON BULLET POINTS

- Use a reasonable amount of bullet points (typically 2-4)
  - Keep this consistent throughout your resume
- Use effective and concise bullet points to describe your work experience
  - Strong, past-tense action verbs – check page 19 on our handbook
- Limit to relevant information
  - Exclude High School experience unless freshman



# FINAL TIPS

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

BAS Actuarial Handbook (pg.16-18)



UCLA Career Center



# TAKEAWAYS SLIDE

## KEY TAKEAWAYS

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

## ANNOUNCEMENTS

- Actuarial Recruitment Presentation on 10/6 at 6pm (MS 6627)
- Career Fair on 10/10 from 6-8:30pm (Bruin Reception Room)



[bruinactuaries@gmail.com](mailto:bruinactuaries@gmail.com)



[www.math.ucla.edu/actuary/](http://www.math.ucla.edu/actuary/)



@bruinactuaries







# Thank you

Any questions?