

RESUME WORKSHOP

Oct 1, 2024



Agenda

1

General Tips

2

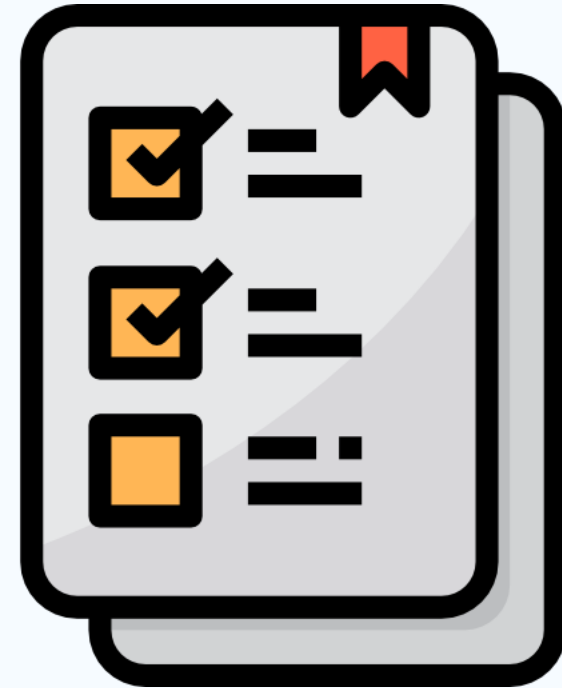
Formatting Dates & Locations

3

Resume Sections

4

Writing Strong Bullet Points



SECTION 01

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

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

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

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

Name of Society / Club Los Angeles, CA
Position Title 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]

SKILLS

- *Computer Skills:* Intermediate Microsoft Excel, Introductory C++, etc.
- *Languages:* [Languages you can speak and proficiency level]
- *Interests:* [List a few of your interests—some interviewers like to see these]

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 common formatting mistakes

SECTION 02

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

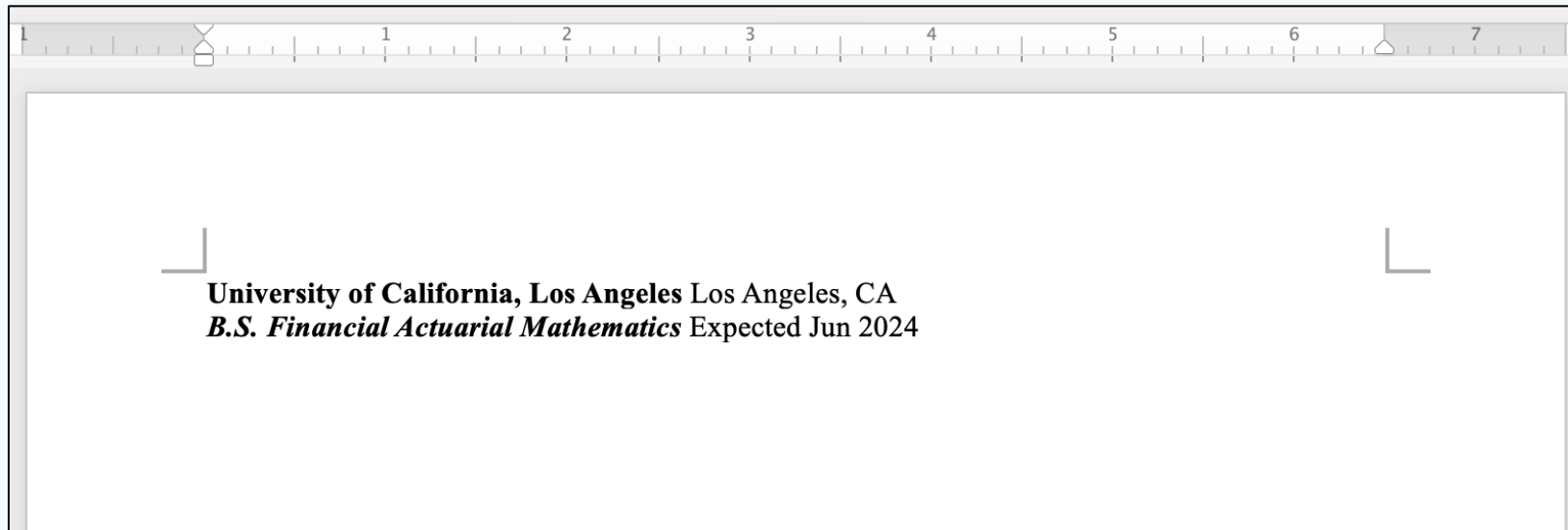
March 2023 – June 2023

Mar 2023 – June 2023

Mar 2023 – Jun 2023

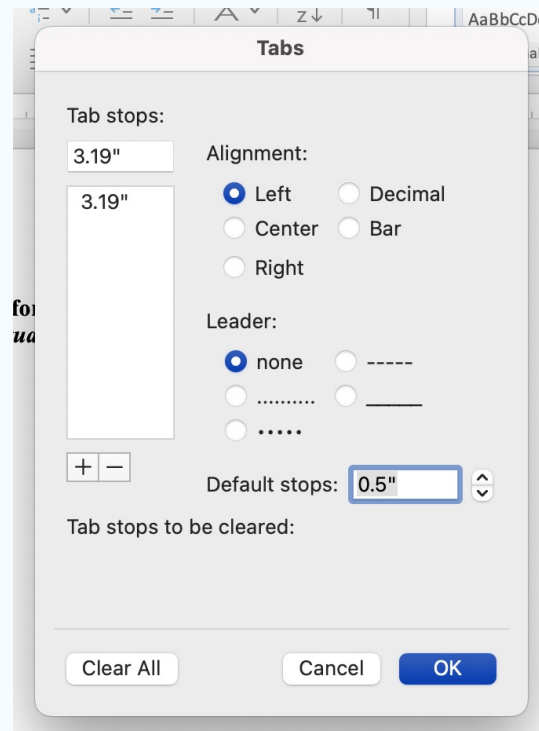
RIGHT ALIGN ELEMENTS

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



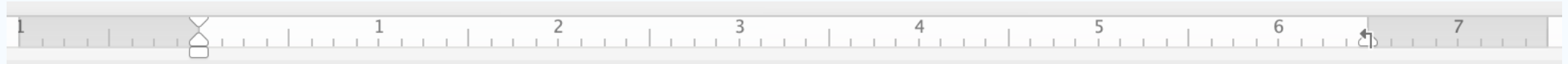
RIGHT ALIGN ELEMENTS

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:

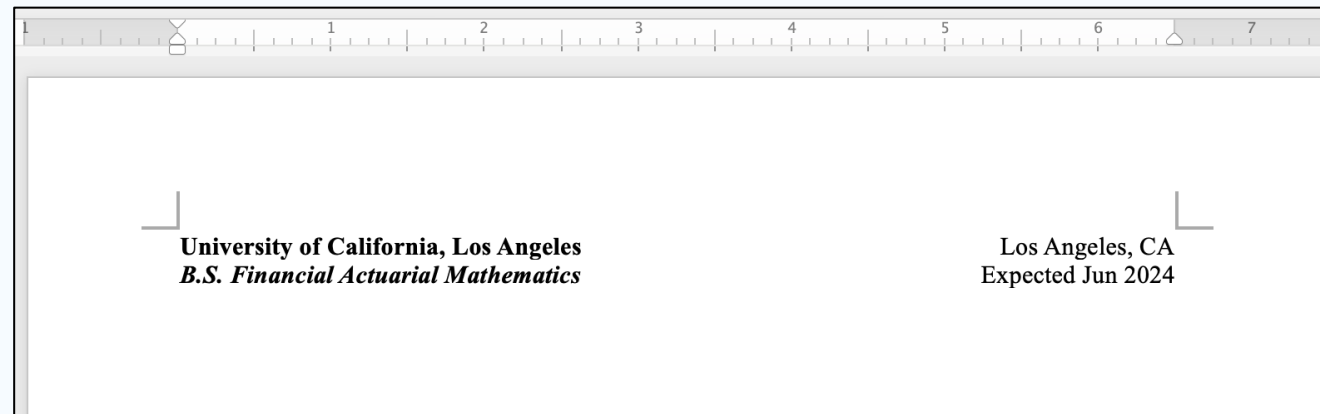


RIGHT ALIGN ELEMENTS

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”



SECTION 03

RESUME SECTIONS

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

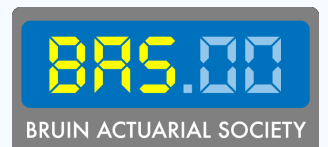
University of California, Los Angeles

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

- 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]
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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]
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RELEVANT EXPERIENCE

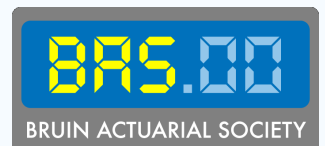
Bruin Actuarial Society Case Competition

Los Angeles, CA

Finalist

Jan 2019

- [Try to fill as much of the line as possible—use all the space you can]
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- [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

Los Angeles, CA

Position Title

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]



SECTION 03

WRITING STRONG 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 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 and 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



KEY TAKEAWAYS

- Strong bullet points and consistent formatting.
- Do not repeat action verbs.
- Quantify your impact where possible.
- Make sure there are no errors. It speaks to how meticulous you are!
- Always send as a PDF – one page only!

ANNOUNCEMENTS

- Career Fair RSVP is OPEN! **Deadline for Career Fair Registration is Friday, 10/4, 8PM PDT.** Must be a Paid Member to join.
- Office Hours on Wed-Fri at 3pm-6pm @MS2354.
 - You can pay membership fees here.
 - You can bring Resumes for critique or drop by with questions on how to prepare for the Career Fair (how to do company research, talking points etc)
- Actuarial Recruitment Workshop on 10/4 at 6PM (MS 6627)



www.math.ucla.edu/~actuary/



bruinactuaries@gmail.com



@bruinactuaries



THANK YOU

Any questions?

