WILLIAM & MARY | CAREER DEVELOPMENT & PROFESSIONAL ENGAGEMENT

RESUME CHECKLIST

wm.edu/career

Format

- ☐ One page in length for internships and entry-level positions
- ☐ Optimal font is something easy to read by a variety of readers (e.g., Times New Roman, Arial, or Calibri)
- ☐ Use no more than 3 font ***sizes***; minimum font size is 10, maximum is 14 (for headers)
- ☐ Consistency is key:
  - Spacing and margins should be consistent throughout; .5" - minimum margins on all sides
  - Entries within sections should be formatted consistently. Check commas, dashes, etc.
- ☐ Use italics, bolding, and underlining intentionally to visually organize information
- ☐ All sections/categories should be clearly labeled and should include "Experience" in the title where appropriate
- ☐ Within each section, information is listed in reverse chronological order (most recent experience first)
- ☐ Keep in mind: Recruiters will typically take 6 seconds or less to skim your resume when first reviewing all applicants
- ☐ Save as a PDF file with first and last name included in the file name

Resume Sections

- ☐ Name & Contact Information: This should be at the top of your resume. Include your address (city & state), phone number, & email address (Use an email address you will check regularly)
- ☐ Education: This should be the first section of your resume
  - List the school as **William & Mary**
  - Include your degree type (i.e., Bachelor of Arts, Bachelor of Science, etc.)
  - Include major or double major, and any minors or concentrations after degree, separated by a comma or Major:
  - Dates – list the month and year that you will be graduating (if unsure, include anticipated or expected)
- ☐ Related Experience: Include experiences that are most relevant to the types of opportunities you are applying to
- ☐ Other Sections (all optional): Additional sections could include information that wasn't in your previous sections
  - This may include skills, research experience, volunteer experience, memberships or extracurricular experience, certifications, and/or leadership experience
- ☐ Sections not to include: A professional summary or an objective is typically not necessary in an undergraduate or new professionals' resume. If you wish to share references, those should be sent in a separate document or uploaded online
- ☐ You can include a SHORT Interests section – this section can be used to spark a conversation. Be specific and memorable

Describe your Experience

- ☐ Include your position title, organization name, city/state, dates (month/year)
- ☐ Do not use complete sentences; be concise but detailed
- ☐ Avoid using pronouns (I, me, my, we, etc.)
- ☐ Use a strong skill-based active verb to begin each bullet point (see active verb list handout for over 200 verbs)
- ☐ Use past tense for active verbs, whether you've completed the experience or are still participating
- ☐ Avoid using "Responsible for" and "Duties included" as these are passive voice
- ☐ Focus on skills/accomplishments rather than tasks, highlighting what you achieved in the role or the impact you made
- ☐ Give results or intended purposes, quantify accomplishments using numbers, percents, and dollar amounts where possible

Applicant Tracking Systems (ATS)

- ☐ 98% of Fortune 500 companies utilize an ATS to automate their hiring process
- ☐ One function of an ATS is resume screening, which determines if a live person will actually see a resume
- ☐ Some systems rank applicants based on how closely their resume matches the job description, some on keyword counts, while some have knockout questions
- ☐ Tailor your resume to the job or internship by using keywords that are found in the position description
- ☐ Do not use a resume template. ATSs may have a hard time reading it and it is much harder to customize
- ☐ Use long-form and acronyms for keywords (i.e., Search Engine Optimization (SEO))
- ☐ Update resume every 6 -12 months or as soon as you finish a position, while the experience is still fresh in your mind
- ☐ Have your resume proofread by at least one other person; Come to Quick Advising or schedule an appointment

This is a sample Business Analytics resume. Resumes should be ***targeted*** *for the company and position*.

Gina Griffin

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EDUCATION

William & Mary – Raymond A. Mason School of Business, Williamsburg, VA — Expected May 20XX
Bachelor of Business Administration, Major: Business Analytics, Data Science Emphasis (GPA: 3.6)
Honors and Awards: Alpha Lambda Delta Honor Society, Dean's List, 1693 Scholarship
Relevant Courses: Operations Management, Decision Making Through Visualization and Simulation, Lean Six Sigma

SKILLS & INTERESTS

Advanced: Microsoft Excel (Lookup & Reference Functions), Google Analytics
Proficient: SPSS, Python, Stata, SAS, and ChatGPT (Prompt Generation)
Developing: R, Tableau
Interests: CPR certified, conversational Spanish speaker, recreational tennis player

RELEVANT EXPERIENCE

DataCorp, *Statistical Research Intern*, Herndon, VA — May 20XX - July 20XX

- Utilized SPSS to analyze projects for healthcare industries to determine which departments were acting most efficiently
- Collaborated with team of 3 interns to present preliminary data models using R to compare department productivity with statistical revenue projections to clients
- Analyzed over 30 research reports from academic journals and presented findings to supervisors

Statistics Inc, *Strategy and Analysis Intern*, Richmond, VA — May 20XX - July 20XX

- Used SAS to perform systematic reviews, network analyses, and meta-analyses on data extracted from randomized clinical trials meeting inclusion and exclusion criteria determined by the investigating surgeons.
- Cleaned datasets and calculated point estimates for effect measures such as mean difference, standardized mean difference, relative risk, odds ratios, and well as their 95% confidence intervals
- Prepared slide decks for team project meetings that visualized data analysis and conveyed insights and recommendations

TV Show, *Marketing and Media Extern*, New York City, NY — January 20XX

- Applied and accepted to two-day intensive shadowing program with alumni mentor
- Observed project team meetings and client pitch rehearsals from the media markets team
- Recorded notes on 16 hours of individual observations and supervisor interactions

LEADERSHIP EXPERIENCE & ACTIVITIES

Women in Business, *Vice-President*, Williamsburg, VA — August 20XX - Present
Finance Academy, *Member*, Williamsburg, VA — January 20XX - Present
Consulting Club, *Member*, Williamsburg, VA — August 20XX - Present

ADDITIONAL EXPERIENCE

Training the Street — September 20XX

- Reviewed financial modeling and corporate valuation principles via two-day intensive training course
- Strengthened Excel skills by utilizing IRR and PRICE functions to complete valuation exercises

Data Analysis Case Competition, Access — October 20XX

- Collaborated with 4-member team to analyze 7000+ line dataset and present findings to faculty and corporate judges
- Awarded second-place finish among highly competitive 10-team field of sophomore and junior challengers