



# RESUME CHECKLIST

[wm.edu/career](http://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
- ☐ Include consulting skills: analytical ability, leadership, teamwork, communication/persuasion, initiative

## 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

## William Cho

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### EDUCATION

#### William & Mary, Williamsburg, VA

Expected May 2027

Bachelor of Business Administration, Major: Finance with Marketing Concentration, Minor: Psychology

Honors: Alpha Lambda Delta Honor Society

GPA: 3.65

Relevant Coursework: Financial Reporting & Analysis, Global Strategic Management, Management Consulting

### RELEVANT EXPERIENCE

#### Ernst & Young (EY), Advisory Consultant Intern - Financial Services, New York, NY

June 20XX – August 20XX

- Identified key risks and opportunities for efficiencies within each step of EY's regulatory reporting tool, known as EY Comply, in conjunction with developing detailed visual maps of the end-to-end process of each step for clients
- Presented the analysis directly to the Partners and stakeholders, recommending greater formalization of data delivery and data updates, and solutions to improve the functionality of multiple applications utilized within EY Comply

#### Cheerful Giving (Startup), Account Executive Intern, New York, NY

November 20XX – December 20XX

- Presented to prospective clients the value of micro-recurring fundraising, technology that can automatically send spare change to nonprofit organizations – signed 7 nonprofits and generated over \$8,000 in contracts
- Analyzed successful fundraising methods in the nonprofit industry across North American regions – utilizing insights to coordinate sales team to different target markets (conservation, health, faith, hunger) based on market size/growth in regions

#### IBM – Watson Platform, Financial Analyst Co-op Intern, New York, NY

January 20XX – June 20XX

- Discovered trends of global utilization of Watson API data to recognize \$50,000+ of potential cost savings for the Watson Division
- Led a team of 6 to streamline expense allocation process across multiple IBM business units – reduced task time from 7 days to 1 day

### LEADERSHIP EXPERIENCE

#### Howard L. Busbee Finance Academy, Williamsburg, VA

September 20XX – Present

Vice President

- Designed, launched, and improved 30+ career education programs and alumni/firm networking events per semester
- Launched the school's first financial literacy program, researching and lecturing on the economics of higher education
- Tutored Finance Academy members with resume reviews, industry/career knowledge, and networking tips to acquire internships

#### William & Mary Consulting Club, Williamsburg, VA

November 20XX – Present

Public Relations Chair & Engagement Leader

- Led 120+ students during recruitment activities and with companies to host "A Day in the Life" and Q&A sessions
- Created marketing campaign and graphics for "A Day in the Life," resulting in 15% higher attendance at the event

#### Berkeley Research Group Case Competition, Williamsburg, VA

February 20XX

Team Leader

- Placed 1st out of eight teams, performing extensive industry research to identify the affected variables in an intellectual property dispute and recommending a fair value of the damages incurred to a panel of Berkeley Research Group Consultants

#### William & Mary Robotics Club, Williamsburg, VA

September 20XX – May 20AA

Treasurer

- Governed weekly meetings to create an autonomous vehicle by providing guidance and weekly milestones to a team of 10 people

### SKILLS & INTERESTS

**Technical Skills:** Excel, PowerPoint, Data Analysis, Financial Modeling, Prompt Engineering

**Languages:** Korean (Proficient)

**Interests:** Tennis, Cars, Books by Michael Lewis, FinTech