



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

WILLIAM SAMPLE

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EDUCATION

William & Mary, Williamsburg, VA

May 20XX

Bachelor of Arts, Major: Economics, Minor: Mathematics, GPA: 3.82

Include GPA ≥ 3.0

Honors: Archibald Economics Scholarship, Student Leadership Foundation Scholar, Diversity in the Workplace Scholar

Study Abroad, McGill University, Desautels Faculty of Management

May 20XX – June 20XX

Honors: Judy P. and Peter M. Nance Study Abroad Scholarship

This section can include work, volunteer, internship, campus leadership, and other experiences, and be organized based on relevancy to the field. Headings can highlight skill sets or industry experience - Research Experience, Finance Experience, etc.

RELEVANT EXPERIENCE

Founder and CEO, *Textbook Mania*, Williamsburg, VA

January 20XX – Present

- Founded a personal college textbook business generating over \$2,000 in revenue over three semesters
- Personally managed the textbook purchasing, documenting, organizing, sales, and shipping processes

Summer Analyst, *Goldman Sachs*, New York City, NY

June 20XX – August 20XX

- Analyzed about 150 operational risk events across Goldman Sachs to identify event trends and rectify inefficiencies: recommended process improvements to Operational Risk leadership with a financial impact of around \$145M
- Successfully mapped all Goldman Sachs individual team pathways (totaling 500+ pathways) to their corresponding and GS divisions, saving the division approximately 110 labor hours per quarter

Financial Analyst Intern, *Ferguson Enterprises*, Newport News, VA

June 20XX – August 20XX

- Consulted with the CEO, VP of Operations, and VP of Product for one of Ferguson's acquired companies – Build.com – worth nearly \$1.5B, to help improve the firm's sales KPIs and business analytics processes
- Provided analytics best practice and operations recommendations to the VP of Product at Build.com

Product Analyst Intern, *Snagajob*, Richmond, VA

June 20XX – August 20XX

- Recommended business strategies to the Managing Director by creating a new set of business metrics to identify potential firm clients, for a predicted marketplace value exceeding \$350,000 per year
- Analyzed data from 500+ clients using SQL and Adobe Analytics and improved company webpage visits by 7%

LEADERSHIP EXPERIENCE

Chapter Founder and President, *Lazarus Rising*, Williamsburg, VA

August 20XX – Present

- Founded a non-profit that helps the homeless in Williamsburg find jobs, through resume reviews and interview prep
- Organized biweekly, 4-hour long visits for 15 volunteers to a local homeless shelter to provide job advising services
- Designed and maintained a phone hotline for homeless clients across the city to receive instant support

Resident Assistant, *William & Mary*, Williamsburg, VA

August 20XX – Present

- Led a freshman dorm complex of 20+ residents by organizing networking events and providing emotional support

Student Ambassador, *From DoG Street to Wall Street*, Williamsburg, VA

September 20XX

- Selected to work with alumni individually, ensuring that the conference ran smoothly

SKILLS, LANGUAGES, AND INTERESTS

List applicable skills connected to field of interest & position

Technical Skills: SQL, Python, R, Stata, Adobe Analytics, Looker, MS Excel

Languages: Native in English and Gujarati, Fluent in Hindi, conversational in French

Interests: High Intensity Interval Training (HIIT), Salsa and hip-hop dance, college and NBA basketball