



The Meyer Partnership N.A. LLC

Resume Guide

Adapted from a presentation by Nicole Meyer, The Meyer Partnership

Your resume is your first introduction to a potential new employer. A recruiter/hiring manager will decide whether or not to invite you for an interview primarily based on the information provided on your resume. You only have one chance to make a first impression.

Where do you start?

- Start with a blank piece of paper! Stop and think.
- Put yourself in the interviewer's shoes. What would they want to see?
- Avoid the temptation of simply submitting your most recent resume.
- Know your audience. Consider adapting your resume for each job you apply for so you can include key words and language from the job advertisement/job description. This will also help your resume pass through the Automated Tracking Systems many companies now use.
- Keep a "master resume" on file that you keep updated with **everything** you have done; every job with its description and employment dates, every qualification, certification, leadership role, achievements, etc. Then, when you are applying for a specific position, you can save sections to a new document and exclude the items that are not relevant to create your resume for submission.

The Basics

- Resume length:
 - Keep your resume to a maximum of 2 pages. For students, 1 page suffices unless you have had extensive experience (i.e., full time work in addition to school).
 - When you are further along in your career, you can add an additional page to list your publications and research articles. That should be an addendum.
- Format and layout:
 - Use a standard font choice; Times New Roman and Tahoma are easy to read!
 - Use a standard font size (12) and color (black).
 - Keep the font and layout consistent throughout your resume.
 - Use bullet points to list your core competencies and skills.



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- Do not use colors or be creative, unless you are applying for a creative position.
- Simpler is better and more professional.
- Resume order, and dates of employment and education:
 - Use reverse chronological order; your most recent experiences should be listed first.
 - Don't leave off earliest history; if you run out of room condense the information (e.g., company name, date, job title, location).
- Contact information:
 - Use your personal email account, with a **professional** email address; create a new one if you need to.
 - Don't forget to check your inbox and junk folder!
 - Include your cell number.
 - Do not include your home address.
- Begin with a Summary Paragraph:
 - Begin with a brief career/education summary paragraph, *example*: "Recent Finance BS graduate with a 4.0 GPA, internship experience and excellent presentation skills, seeking a Junior Financial Analyst position".
 - Remember, any experience alluded to in your summary also needs to be listed in your main resume content.
- Education:
 - List date graduated or expected graduation date.
 - List additional (relevant) certifications and accreditations.
 - Highlight awards.
- Volunteer work, interests and hobbies:
 - Include these if there is room. These can help to show leadership, project management skills and help the recruiter connect with you on a personal level.
- Social media:
 - Include links to your **professional** pages.
 - Assume that recruiters will research you; Google, Instagram, Facebook, LinkedIn and Twitter.
 - Delete anything that might be considered offensive.
 - Don't post anything you wouldn't want an employer to see; this is true even when you have a job.
- Photo:
 - Do not include a photograph on your resume.



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Skills and Competencies

- List your responsibilities.
- List your accomplishments. Did you solve a problem? Save the company money? Find a faster/better way to do something?
- Use Impactful words (see below).
 - Avoid using “Responsible for”; specify what you DID instead.

Impactful words for a Resume

- | | | |
|----------------|-----------------|-----------------|
| – Accelerated | – Influenced | – Re-engineered |
| – Authored | – Initiated | – Saved |
| – Captivated | – Pioneered | – Scheduled |
| – Captured | – Integrated | – Selected |
| – Championed | – Intensified | – Separated |
| – Consolidated | – Leveraged | – Served |
| – Critiqued | – Masterminded | – Spearheaded |
| – Directed | – Maximized | – Standardized |
| – Diversified | – Mentored | – Streamlined |
| – Diverted | – Optimized | – Strengthened |
| – Doubled | – Orchestrated | – Structured |
| – Enforced | – Re-engineered | – Recaptured |
| – Enhanced | – Spearheaded | – Rendered |
| – Exceeded | – Structured | – Reviewed |
| – Formalized | – Proliferated | – Targeted |
| – Formulated | – Recaptured | – Validated |
| – Generated | – Rejuvenated | |

- Include Metrics:
 - Provide examples of your achievements to help distinguish yourself from other applicants.
 - Add context around your achievements.
 - Quantify your achievements.
 - Use data to minimize ambiguity and maximize impact.
 - What were the cost savings?
 - What was the percent increase?



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- How many people were impacted by what you did?
- What was the benefit to your boss/your colleagues?
- Do not include sensitive and/or confidential company information.

Mistakes to Avoid on Your Resume

- Typos and grammatical mistakes.
- Incomplete sentences or run-on sentences.
- Too much information / Too little information.
- Not quantifying your accomplishments.

Proofread Your Resume

- Be sure to proofread your resume. Have someone else read it, too. Check for:
 - Periods at the end of sentences...or not. Whichever you choose, be consistent.
 - Correct tense. Use present tense for your current role and past tense for previous roles.
 - Spelling and grammar.
 - Check that your email and cell number are entered correctly.
- Use all available resources; if your school has a career center, use it. Google is an excellent resource for resume examples.
- Get these basics right:
 - Job titles and employers – If Company A was bought by Company B write it as: "Company B (formerly Company A)".
 - Check any dates you enter and write the date as Month and Year i.e., "Jan or January, 2014".
 - Do not use the word "I"; the recruiter knows you're talking about **you** so pronouns are not necessary.
 - Don't lie or embellish. Assume recruiters will research you, speak with references and ask you to qualify resume statements during an interview.

PDF Your Resume

Once you are happy that the resume is complete, has been proofread and is ready for submission, save a copy and submit as a pdf. This eliminates the chance your resume will be reformatted.



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Cover Letters

Not all positions will request a cover letter, but it is always a good idea to include one.

If you are making an online submission and there is no specific tab to upload a cover letter, insert it as an additional (first) page to your resume.

- Make sure it is specific to the role you are applying for.
- Keep it succinct.
- Describe who you are in 2-3 sentences, and highlight your strengths, value, contributions and what you can offer. Use the cover letter as a set up for what will follow in the resume.

Cover letter example

<https://www.thebalancecareers.com/entry-level-finance-cover-letter-sample-2060252>

Subject: Entry Level Position - Jane Jones

Dear [Name of Hiring Manager or "Hiring Manager"]:

I am very interested in the entry-level position that is available at ABC Investment Partners. I recently graduated from XYZ University College and am actively seeking employment with firms in the San Francisco area. My courses in investments, finance, and business have given me a solid base upon which I plan to build my career.

During my college internships, I dealt with a variety of budgets and conducted market research while handling numerous administrative duties. The experience allowed me to learn important skills and to develop the confidence needed to succeed in a competitive environment.

I have enclosed my resume for your review. Thank you for your time and consideration. It would be a pleasure to interview with you and I look forward to hearing from you soon.

Sincerely,

Signature