

First session:

use Word so the auto resume reader will be able to read it

- what are the keywords that the auto reader looks for?
- applicant tracking system
- keywords > aesthetically pleasing
- look under major responsibilities, job summary on the job posting for the keywords

keep it to one page one sided

edu first

then technical skills

- r
- python
- c++
- packages

then projects (coding, development, github, ect)

- predict dow
- boom bust
- other?

then work experience (soft skills)

work experience is ok to list job at satchels

- collaboration
- organization
- teamwork
- leadership
- service

(but look at what they are asking for in the job posting)

my need a different resume for each application

maybe write a program that turns my info into and the info from the job posting into the perfect resume for a job posting

how to create a bullet point

- 12 to 20 words
- ACTION + VERB + TASK = results
- resolved disputes daily leading to fantastic customer service

gpt

- can you find keywords from a job posting I provide?

AI ...

- job posting

AI ...

- can you identify the top ten skills for that posting

go back to Go to UF career counseling center or
email rob k back once you have all the above info in the form of a resume or when you have a
resume maker

<https://ufl-csm.symplicity.com/students/app/home>

<https://joinhandshake.com/>

<https://career.ufl.edu/resumes-documents/resumes/>

2 starred emails in uf email <- link to resume template is here

Second session:

look for **nouns** eg. organization, initiative, creativity etc

look for **verbs** eg. editing, writing, programing, ect

those are going to be thing things in the job posting that are skills that the company wants

look for cliches like attention to detail or fast paced environment or work hard play hard

those are key words for that company

blocks:

edu

professional experience

technical skills

stem:

edu

technical skills

experience

healthcare:

edu

research experience (huge for healthcare)

professional experience

additional information

humanities & business:

edu

professional experience (should have relevant experience to the job you're applying for even if
you weren't paid for it find a way to get it on there)

technical skills (if applicable ie going into politics for business otherwise skip)

additional information

serif font so humans favor it

word doc so auto grader can read it

Qs:

student organizations / student involvement / volunteer work can substitute if you don't have any job experience

projects that you worked on - useful for all fields - could be a novel you wrote or a business you started - or a coding project for a class

order of operations:

start by finding out what they want to do

start by building the resume

then go back and adjust it to the job posting

Consulting is a existing website you can look to for inspiration