



Your Resume Simple. Concise. Effective.

Your resume tells your story to an employer. So be sure it tells the whole story, succinctly. Focusing on your abilities will help you stand out and showcase your skills and talents. Be sure to speak to your audience and include all relevant exposures, not just work history. Below are some tips to help you streamline your resume for optimal results. Ask your recruiter for feedback on your resume before your interview. We are happy to help.

Introduce Yourself

Offer an introduction to meet the job role objective. If the employer seeks a Financial Planning Analyst, a smart, numbers expert could be the perfect match. Speak to employer's need for you as a candidate.

Typical:

Candidate for Degrees in Economics and History.

Optimal:

Stanford Economics Candidate. History Enthusiast. Numbers Expert.

Format For The User

Stand out by having your information easy to find and simply defined.

Include keywords in skills for database search results. Tell a clear, concise, story.

Typical:

Objective, Experience, Leadership, Education, Skills

Optimal:

Introduction, Education, Skills, Project and Industry Experience, Achievements,



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Hardware and Software, Engineered to Work Together

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Accomplishments Not Tasks

What were the results? Why did you do the task? What was the outcome? Quantify everything for results.

Typical:

Analyzed operations metrics. Created a report on findings

Optimal:

Analyzed operations metrics, producing a comprehensive report that increased productivity by 30% and saved over \$40,000 in operating costs, using Excel to track and manipulate over 10,000 data points.

Projects are experience

Low on experience? Use academic projects, research papers, case studies and fundraising. Highlight the knowledge you gained. Use two experience areas if preferred.

Example:

Industry Experience:

List employment experiences here with accomplishments and results

Project Experience:

List academic projects here with accomplishments and results.

Skills and coursework

You took some great classes. Explain what you learned. Be relevant to the job role you seek.

Example:

Relevant Coursework:

- » Corporate Finance, Business Valuation,
- » Mergers & Acquisitions, Strategic Business Analysis, Financial &
- » Managerial Accounting

Acquired Skills:

- » Financial Analysis, Valuation Methodologies,
- » Financial Modeling, Cash Flow Analysis, Optimization and
- » Regression

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