



BUILDING THE BEST RESUME



COMING SOON

- **LinkedIn Workshop**
- **Resume, Cover Letter, Networking, and LOR Request Email Templates**
- **Professional Development Page on PLC Website**
- **Dropbox for Resume and Cover Letters**
- **More!**



OVERVIEW

- **How to Format Your Resume**
- **How to Maximize Wording**
- **What to Leave Off (and Keep On!)**



FORMATTING



PLC Professional Development FY Lecture Presentation

FORMATTING

- What is formatting?
 - Style of Resume
 - Order of Experiences
 - Spacing
 - Etc!

FORMATTING

- **Why is formatting important?**
 - **Communication**
 - **Your resume is how you communicate your experience to a recruiter, so make a good first impression!**
 - **Automated Checkers**
 - **Formatting is a crucial way to beat the first ‘automated’ screening**

FORMATTING

- **What to Avoid:**
 - Lots of Color (sometimes)
 - Pictures (sometimes)
 - Congested Formats
 - Multiple Pages
- **What to Look For:**
 - Well Organized Formats
 - Something that matches your audience!

EXAMPLES



WORDING



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WORDING

- **Effective wording is key to maximizing the benefit of your resume**
 - **Using the wrong words can do you a massive disservice**
 - **Using the correct wording can amplify the work you've done**

EXAMPLES



WORDING

- **Prioritize Action Words**
 - Someone should be able to tell exactly what you did within the first 3 words
- **Avoid non-descriptive adjectives**
 - “In Charge Of”
 - “Worked On”

CONTENT



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CONTENT

- **Avoid High School Experiences as much as possible!**
 - After your freshman year, remove them all together
- **Leave off any 'self employment' unless it was under an LLC**
 - Baby sitting, lawn care, etc
- **Don't include summer jobs from high school**

CONTENT

- **Include clubs, organizations, and professional societies (PLC!)**
 - **Especially leadership roles!**
- **External Links**
 - **Portfolio**
 - **LinkedIn**
 - **Project Page**

CONTENT

- **Include Volunteer Work**
 - **Especially if it relates to your industry!**
- **Residency/Citizenship Status**
- **Honors and Awards**
- **Class Projects**