



Hired



Resumes that Work: Outsmart the Resume Robots

Career Services Overview

- Career and Major Exploration
- Career Assessments
- Resume & Cover Letter Review
- Interview Coaching
- Job and Internship Resources
- Networking Strategies
- Employer Events
- Career and Industry Information
- LinkedIn Advice

[USF Career Guide](#)



Upcoming Events

Register on Handshake

Dream Big: Perspectives from Recruiters – 2/9 5:00pm

JOB FEST Prep Workshop 2/16, 11:45am AND 2/22 5:00pm

JOB FEST – Service Careers Session 2/23 11:30am-2:00pm

JOB FEST – Business Session 2/25 11:30am-2:00pm



FIRST REPUBLIC BANK

Stef Montevirgen, Director, Talent Acquisition
Kristen Rivera, Recruiting Coordinator
Michelle Goodyear, Senior Recruiter



**What is a
resume?**

Resume

What do you highlight in a resume?

- Skills, Abilities, Knowledge and Accomplishments

What is important to include in a resume?

- Tailor your resume to the type of job/internship you are applying to
- Show your knowledge of the field by using appropriate language and keywords found in the job description

If applying to different types of jobs:

- You may need a couple of different resumes depending on the industry and what the employer is looking for

What is the purpose of the resume?

What is the purpose of the resume?

...to get an interview!

...but you may need to get past a robot first.



What is an ATS?

An ATS is an applicant tracking system.

First Republic Bank Internship Positions



**How do I make my
resume ATS &
human friendly?**

Keep it simple.

General Formatting Tips

Things to avoid:

- **Graphics**
- **Text boxes**
- **Tables**
- **Columns**
- **Graphs**
- **Colors**

Things to use:

- **Bullet points (keep it simple!)**
- **Bold, Underline**
- **CAPS LOCK (be sure to check spelling)**
- **Simple font**
- **Spell check!**

Examples in the Career Guide





**What about the
content?**

- **Use the job description**
- **Incorporate key words**
- **Spell out acronyms as well as including short-hand**

i.e.: Basic Life Support (BLS)

- **Use accomplishment statement formula**

Accomplishment Statement Formula

Action Verb + Object + Context + Result

Writing Accomplishment Statements

Action Verb + Object + Context + Result

Start with an Action Verb (see Career Services Guide for a list)

- Planned, Coordinated, Managed, Supervised, Initiated

Object

- Planned a meeting; Initiated a program

Context

- Who you did it for; time frame; number of people; size of budget; size of caseload; type of issues/population, etc.

Result

- The result/purpose/outcome of your effort


Tailoring your Resume to a Job/Internship Description

Take a job/internship description and highlight everything you know you can do.

- Go to your resume and highlight where you have demonstrated it.
- You may need to add it to your resume.

Highlight keywords from the job/internship description.

- If they list technical skills that you know, add it to your skills section and demonstrate how you utilized the software in an experience section or on an academic project.



**Remember the
power of
networking!**



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Questions?