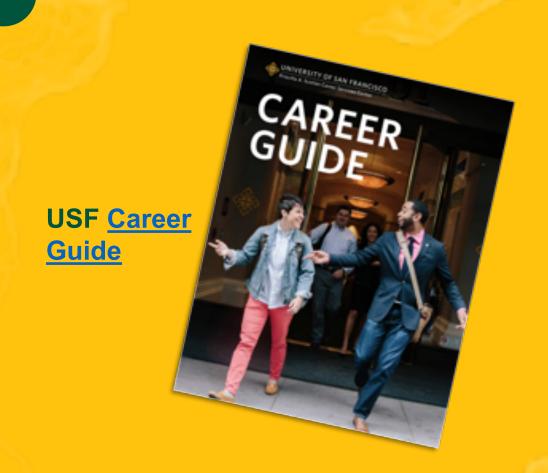


Career Services Overview

- 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



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





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 many 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.





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: Things to use:

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

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



Examples in the Career Guide





- 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!



Questions?