

Resume Writing



The Office of Career Management

RUTGERS
Rutgers Business School
Newark and New Brunswick

AGENDA

WHAT IS A RESUME

PURPOSE OF RESUME

GENERAL GUIDELINES

RESUME TIPS

BUSINESS KNIGHT

WHAT IS A RESUME

- Marketing Tool
- Highlights your accomplishments, knowledge, skills and abilities
- Living document that is constantly changing



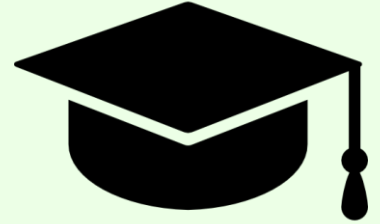
PURPOSE OF A RESUME

- Employer's 1st impression of you
- To obtain an interview
- Reflects your relevant experience
 - Full-time employment
 - Internships
 - Volunteer work
- Facilitate and enhance your Network



WHAT TO INCLUDE

- Name/Contact Information
- Education
- Work & Internship Experience
- Achievements & Accomplishments
- Extra Curricular Activities
- Skills and Qualifications



VMOCK TEMPLATE GUIDE

JANE SMITH

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EDUCATION:

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

Rutgers Business School - Newark

Bachelor of Science, Supply Chain Management

Expected Graduation: May 2021

- GPA: 3.5

LEADERSHIP/CAMPUS INVOLVEMENT:

- President, American Production and Inventory Control Society - APICS
- Member, Business Association of Supply Expertise - BASE
- Dean's List, List semesters

RELEVANT COURSEWORK:

Intro to Six Sigma/Lean Manufacturing, Intro to Project Management, SCMS Industry Client Project, Negotiations, Demand Planning and Fulfillment, Global Procurement and Strategies

SPECIAL PROJECTS:

Industry Client Project, Supply Chain Consulting Project Month Year – Month Year

- Identified existing problem in procurement department using root-cause analysis
- Presented findings of research to management and provided recommendations for improvement

PROFESSIONAL EXPERIENCE:

BASF, Florham Park, NJ

Month Year – Month Year

Procurement Intern

- Maintained contract data for 40+ vendors providing supporting documentation for negotiations
- Attended RFP meetings to understand bidding process and selection criteria for new vendors
- Reviewed critical supplier list to identify potential risks and present report to senior management

GAP Inc., New York, NY

September 2018 – May 2019

Sales Associate

- Partnered with store manager to offer positive customer service environment
- Consulted with customers on merchandise providing product knowledge & assist with purchases
- Communicated sales promotions and pitched credit card offers which increased monthly volume
- Managed cashier transactions, return sales, and resolved problems in timely manner

SKILLS:

- Proficient in Microsoft Office (Access, Excel, PowerPoint, and Word)
- Knowledge of basic QuickBooks
- Fluent in Spanish; conversational French

JANE SMITH

1 Washington Park

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LinkedIn Profile: [linkedin.com/in/jane-smith](https://www.linkedin.com/in/jane-smith)

EDUCATION:

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

Rutgers Business School - Newark

Bachelor of Science, Accounting and Finance

Expected Graduation: Month Year

GPA: 3.5; Accounting GPA: 4.0; Finance GPA: 3.8

- 150 Credits for CPA to be completed Month Year

LEADERSHIP/CAMPUS INVOLVEMENT:

- President, Rutgers Accounting Society - RAS
- Member, Rutgers Undergraduate Women in Business - RUWIB
- Selected to attend, Goldman Sachs Diversity & Women's Conference
- Dean's List, List semesters

SPECIAL PROJECTS:

Name of Class

Auditing, Audit Review Project

Month Year – Month Year

- Acted as auditor with team to work with student clients in Seattle, WA
- Used IDEA software to test a data set to identify missing information
- Presented findings of research to management and provided recommendations for improvement

PROFESSIONAL EXPERIENCE:

DELOITTE, Parsippany, NJ

Month Year – Month Year

Audit Intern

- Designed new database in Excel to increase the accuracy of information accessible to clients
- Reconciled financial statements to ensure accuracy and report errors to manager
- Reviewed clients accounting and operating procedures systems of control to identify risks
- Led team of # interns on special project

GAP Inc., New York, NY

Month Year – Month Year

Sales Associate

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WORDS TO USE

Ineffective Words

- Responsible for
- Work with
- Handle
- Help

Effective Action Verbs

- Lead, Manage
- Partner, Collaborate
- Coordinate, Process
- Facilitate, Co-create

SKILLS & ACHIEVEMENTS

Incorporate:

- ❑ **Frequency**
- ❑ **Quantity / Scope**
- ❑ **Outcome**

Examples:

- Supervised **6** employees at **2** site locations
- Reconcile and balance cash register up to **\$5,000 daily**
- Created new database system resulting in **35%** efficiency in retrieving information for over **500** clients

GENERAL GUIDELINES

- Page Length: 1 Page
- Margins: Between ½ inch to 1 inch
- Font Style: Consistent Format
 - Arial, Times Roman, Calibri, and Georgia
- Font Size: 10pt to 12 pt font
 - Except name: 14pt to 18pt font
- Contact info: Address, phone number, professional email address
- Grammar and Spelling: Use correct verb tense; consistent punctuation; proofread



RESUME TIPS

- Be clear and concise. No “fluff”
- Make it relevant
 - Think about your audience
 - Use industry keywords
 - Use words from the job description
- Use correct verb tense (ie. present and past)



RESUME TIPS

DON'T INCLUDE

- Objective statement
- References
- I, Me, My
- Personal Information (age, marital status, race, height, weight, gender, social security number)
- High school information after Freshman/Sophomore year
 - Possible Exceptions
 - Nobel/Pulitzer Prize Winner, Olympic Athlete Eagle Scout or high SAT scores



RBS OFFICE OF CAREER MANAGEMENT

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