RESUME CRITIQUE CHECKLIST

Format

- ☐ One page in length for internships and entry-level positions
- ☐ Optimal font is Times New Roman, Arial, or Calibri (Body)
- ☐ Use no more than 3 font *sizes*; minimum font size is 10, maximum is 14 (for headers)
- ☐ Spacing and margins consistent throughout the resume; .5" minimum all around margin
- ☐ Use bullets, bolding and underlines sparingly to visually organize information
- ☐ All sections/categories should be clearly labeled
- ☐ Within each section, information is listed in reverse chronological order (most recent experience first)
- ☐ Save as pdf file with first and last name included in the file name

Writing Style

- ☐ No full sentences - each bullet point begins with a strong action verb
- ☐ No personal pronouns (I, me, my, we, etc.) The reader knows you are referring to yourself
- ☐ Do not use "Responsible for" and "Duties included" - start statements with a dynamic action verb
  - o See Active Verb List handout for over 200 verbs listed by skill demonstrated
- ☐ Must be free of spelling and grammatical errors
- ☐ Experience descriptions specify individual skills and accomplishments and can include team outcomes
- ☐ Do not state "References available upon request." (It is understood)
- ☐ Have resume proofread by at least one other person; Come to Quick Advising or schedule an appointment

Information to Include

- ☐ Draw from: relevant coursework, class projects, internship or work experience, volunteering, research, leadership roles, campus organizations, community involvement, study abroad, honors, scholarships, publications, presentations, and language and technical skills
- ☐ Applicable additional information, such as awards and affiliations, is included, if relevant and space is available
- ☐ Include high school information only as a freshman or sophomore

Accomplishments

- ☐ Highlight *outcomes* of activities. For example:
  - o *Contributed to the zoo's Facebook account by taking and editing photos and videos of various animal exhibits and special events, helping to increase followers by 11%*
- ☐ Quantify accomplishments using numbers, percentages, and dollar amounts as measures of success

Relevance to Job Description

- ☐ *Tailor* resume to specific internship or job requirements
  - o Clearly highlight skills, knowledge, and responsibilities from the position description
  - o Integrate position key words and industry acronyms when possible, map your skills to their work
    - ▪ DO NOT copy and paste word for word from position description
  - o Order resume sections in terms of relevance to the job description to highlight strongest qualifications
  - o Experience section titles should align with the reader, i.e. Research Experience, Volunteer Experience, Leadership Experience, Development Experience, Teaching Experience, Marketing Experience

Specific to the field of Analytics
- Be specific about your skills and exactly how you have practiced or acquired them – don't state that you utilized SPSS, state how you used it –you uncovered what insights? The information drove what outcomes? You used the data for what purpose?
- If you reference using data models, be specific – what types of models or projections?
- Show don't tell – Instead of describing a skill, describe what you did with it – used PPT presentations to demonstrate X.
- Include references to technical skills, if relevant, within the experience descriptions, not just in skills
- Be prepared to discuss and demonstrate any skill that you list

Gina Griffin

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EDUCATION

Bachelor of Business Administration | Major: Business Analytics, Data Science Emphasis   **Expected May 20ZZ**
William & Mary | Raymond A. Mason School of Business | Williamsburg, Virginia
GPA: 3.6 Major GPA 3.9 **Honors and Awards:** Alpha Lambda Delta Honor Society, Dean's List, 1693 Scholarship

EXPERIENCE

DataCorp | Statistical Research Intern | Herndon, VA   **May - July 20YY**
- Utilized SPSS to analyze projects for healthcare industries , determining which departments were acting most efficiently
- Collaborated with team of three interns to present preliminary data models using R to compare department productivity with statistical revenue projections to clients
- Analyzed over 30 research reports from academic journals and presented findings to supervisors

Statistics Inc | Strategy and Analysis Intern | Richmond, VA   **May - July 20XX**
- Used SAS to perform systematic reviews, network analyses, and meta-analyses on data extracted from randomized clinical trials meeting inclusion and exclusion criteria determined by the investigating surgeons.
- Cleaned datasets and calculated point estimates for effect measures such as mean difference, standardized mean difference, relative risk, odds ratios, and well as their 95% confidence intervals
- Prepared slide decks for team project meetings that visualized data analysis and conveyed insights and recommendations

TV Show| Marketing and Media Extern | New York City, NY   **January 20WW**
- Applied and accepted to two-day intensive shadowing program with alumni mentor
- Observed project team meetings and client pitch rehearsals from the media markets team
- Recorded notes on 16 hours of individual observations and supervisor interactions

LEADERSHIP

Women in Business | Vice-President | College of William & Mary   **Fall 20WW - Present**
Finance Academy | Member | College of William & Mary   **Spring 20XX - Present**
Consulting Club | Member | College of William & Mary   **Fall 20XX - Present**

PROFESSIONAL DEVELOPMENT

Training the Street **| Howard J. Busbee Finance Academy**   **Fall 20XX**
· Reviewed financial modeling and corporate valuation principles via two-day intensive training course
· Strengthened Excel skills by utilizing IRR and PRICE functions to complete valuation exercises

Data Analysis Case Competition **| Access**   **Fall 20WW**
· Collaborated with 4-member team to analyze 7000+ line dataset and present findings to faculty and corporate judges
· Awarded second-place finish among highly-competitive 10-team field of sophomore and junior challengers

SKILLS

Advanced: MS Excel (Lookup & Reference Functions), Google Analytics
Proficient: SPSS, Python, and Stata
Developing: R**,** Tableau
Additional Interests: CPR certified, conversational Spanish speaker, recreational tennis player