

SigEp

LIFE AFTER COLLEGE



10 pieces of resume advice in 1,800 seconds

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SUMMARY

- 1 Every day, we have 86,400 seconds.
- 2 Experiences are puzzle pieces.
- 3 Resumes are ads, but for you.
- 4) Show off your peacock feathers.
- **S** Provide details and proof.
- 6 Don't bury your treasure.
- 7 Avoid unforced errors.
- **8** Aesthetics actually matter.
- **9** Focus on impact, not effort.
- 10 Leave your footprints.





RESOURCES

Resume Guide – Credit: UT-Austin

http://bit.ly/demo-resume-template

Article: Writing an effective resume (Laszlo Bock)

https://www.linkedin.com/pulse/20140929001534-24454816-my-personal-formula-for-a-better-resume/

Article: Common resume mistakes (Laszlo Bock)

https://www.linkedin.com/pulse/20140917045901-24454816-the-5-biggest-mistakes-i-see-on-resumes-and-how-to-correct-them/

LinkedIn Guide – Credit: The Job Sauce

https://thejobsauce.com/what-working-at-linkedin-taught-me-about-linkedin-profiles-the-digital-handshake/



Example: Accomplished \underline{x} as measured by \underline{y} by doing \underline{z}

Before:

EXPERIENCE

Sigma Phi Epsilon - Baltimore, MD (President)

January 2005-Present

- · Serve as liaison to campus administration and Greek councils
- Responsible for coordinating all operations of 65 member student organization
- Meet weekly with leadership team to plan activities and events

After:

EXPERIENCE

President - Sigma Phi Epsilon; Baltimore, MD

January 2005-Present

- Led chapter to first-ever National Excellence recognition reserved for top 10% of 230 chapters by implementing a chapter-wide development program focused on academics, personal development, service learning, physical and mental health, and leadership
- Doubled the involvement of members in outside student organizations leadership positions by partnering with University Faculty
 to offer a leadership seminar exclusive to members and connecting aspiring leaders with upperclassmen.
- Increased weekly meeting attendance by 75% by overhauling content, sending agendas and reports in advance, and adding weekly
 personal and professional development activities such as faculty speakers, personal finance education, and mindfulness classes