

QUICK RESUME GUIDE: *Before*

John Doe

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EDUCATION

Weber State University, Goddard School of Business & Economics
B.S.
Major: Finance, Economics
Academic Minor Scholarship
Related Coursework
• ACTG 2010, 2020; ECON 2010, 2020

Estimated April 2020
GPA: 3.66

2016-17

EXPERIENCE

Intern, Seattle, WA
Rainier Financial Group
• I evaluated core consumer portfolio strategy generating investment changes
• I helped start an automation system
• I met with customers for client reviews
• I led the intern project, we won.

June 2018 – Now

Financial analyst, Ogden, UT
Wells Fargo, Part Time
• Processed my customers' credit card applications
• Signed up people for financial programs
• I was the social media guy

October 2017 – May 2018

Lab Assistant, Ogden, UT
WSU
• I cleaned the computer lab daily and maintained the software updates
• Helped the professors with their lab needs
• Helped my fellow students with their needs in the lab

September 2016 – May 2017

LEADERSHIP

Weber State University, Director of Harvest Food Drive
• Ran the food drive for the holidays

October 2016 – December 2016

Weber State University Finance Club – Activity Vice President
Participated in a bunch of events that I helped plan

August 2016 – June 2017

Missionary January 2014 – January 2016
• Went on a mission to New Orleans and served as a zone leader

January 2014 – January 2016

SKILLS

• Hard working
• Motivated
• Optimistic
• Detail oriented
• Spanish
• Computers

- 1 NAME:** Should be a few font sizes larger than the rest of the resume, centered, and bold.
- CONTACT INFO:** Should be centered and condense under your name. Use a professional email and create a short LinkedIn URL.
- EDUCATION:** Spell out the name of the degree, and describe related coursework with some detail. When listing relevant coursework, do not list course codes. List course names and a brief description of each course you choose to include.
- GPA & GRADUATION DATE:** Only include your GPA on your resume if it is above 3.4. Put the month and year of your best estimation for your graduation date. Do not include "est." or "estimated."
- EXPERIENCE:** All should be formatted with the name of the company first, in bold, then city and state. The next line will have your job title, in line with the dates you held the position. This way, if you hold multiple positions at the same company, you only have to list the company name once.
- DATES:** Ensure all dates are right justified, with the ending date at the right margin. Use "Present" as the end date for your current position. Include full year, no abbreviations.
- FORMATS, SIZES & BULLETS:** Be consistent with your fonts, sizes, and bullet styles. Make sure all of your bullets are left justified and in line with each other. Bullets should NOT be indented.
- 8 EXPERIENCE & BULLET POINTS:** Be descriptive in your bullet points. Answer these two questions with each point:
(1) What did you do? -and-
(2) How well did you do it?
Quantify your experience anywhere possible.
- 9 SECTION HEADINGS:** Bold, all caps, and left justified. Use a divider line under each heading to help break up the resume.
- "COMMON" EXPERIENCES:** Don't use verbiage that is only common in certain areas or cultures. Put the experience into business terms, so that they can be seen as a part of your professional background.
- SKILLS:** Focus on hard skills or measurable skills. You may include soft skills as well, but be sure you can back it up. You should be able to back up everything your resume claims in an interview setting.



QUICK RESUME GUIDE: *Cafter*

John Doe

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EDUCATION

Weber State University--Goddard School of Business & Economics, Ogden, UT

Bachelor of Science

Major: Finance, Minor: Economics

Academic Scholarship, 2016

Related Coursework

- Honors Valuation – Performed valuations, analysis, and made recommendations for acquisitions, leverage buyouts, and venture capital investments through group and individual reports
- Financial Management – financial analysis, capital budgeting, capital structure
- Investments – asset pricing, portfolio theory, fixed income securities, derivatives, hedging, risk management

April 2020
GPA: 3.66

EXPERIENCE

Rainier Financial Group, Seattle, WA

Intern

- Evaluated core consumer portfolio strategy generating investment changes that increased the average family return 75 base points
- Automated file retention program resulting in savings of 125 man hours per month
- Provided support for 20 client account review meetings
- Led intern project team in developing a strategic plan proposal to the CEO, rated as top team among all intern groups

June 2018–Present

Wells Fargo Bank, Ogden, UT

Financial Analyst, Part Time

- Assessed consumer Visa application process decreasing the number of accounts defaulting by -34%, delivering \$1.5MM annual savings
- Developed student enrollment program at Weber State University signing up 85 new accounts, +65% versus same program year ago
- Reviewed regional social media campaign recommending 25 changes across 10 websites

October 2017–May 2018

Weber State University, Ogden, UT

Computer Lab Assistant

- Responsible for maintaining 50+ computers as well as performing all software updates
- Supported 12 professors in keeping their computer knowledge and computer skills up-to-date
- Managed computer lab providing support to 300+ students

September 2016–May 2017

LEADERSHIP

Weber State University, Ogden, UT

Director of Harvest Food Drive

- Led university efforts in raising \$40,000+ in cash and food donations, +35% above prior year
- Directed strategy and organizational efforts of 125 community and university volunteers

October 2016– December 2016

Weber State University Finance Club, Ogden, UT

Activity Vice President

- Managed all activities, calendaring and coordination with other internal business clubs
- Collaborated with leadership to create student opportunities to connect through annual Finance Conference involving 150 students and 20 alumni presenters

August 2016 – June 2017

The Church of Jesus Christ of Latter-day Saints, Louisiana

Full-time Volunteer Representative

- Selected as Assistant to the President and supervised over 120 missionaries for final 6 months; organized and conducted conferences, facilitated training programs and measured progress/results of organization
- Assisted in extensive cleanup efforts following natural disaster in New Orleans, Louisiana

January 2014 – January 2016

SKILLS

- Fluent in English and Spanish
- Microsoft Certified Solutions Associate (MCSA)

1 NAME: Notice how much the name stands out when it is properly sized and placed.

2 CONTACT INFO: This format allows for all of the same information, with much less white space. The school email and shortened LinkedIn URL add simplicity and professionalism.

3 EDUCATION: Showing details for your degree and your coursework gives employers a better idea of what you are working on in school. Not using abbreviations is more professional.

4 GPA & GRADUATION DATE: Only include your GPA on your resume if it is above 3.4. Put the month and year of your best estimation for your graduation date. Do not include “est.” or “estimated.”

5 EXPERIENCE: With this consistent format, company names are easier to spot. An employer is more likely to be interested in the companies on your resume than the job titles, plus this format allows for multiple positions at each company without listing the company repeatedly.

6 DATES: In this example, which uses right justification for the dates, all of the dates are easy to spot. It is simple to establish a professional timeline for the owner of this resume.

7 FONTS, SIZES & BULLETS: The consistency of fonts, sizes, and bullets in this example make for a more sleek appearance. Not only is this aesthetically more pleasing, but it is also much easier to read.

8 EXPERIENCE & BULLET POINTS: For help with writing better bullet points, see the “Resume Bullet Points” guide on our website!

9 SECTION HEADINGS: With clear headings and break lines, a reader easily can jump from section to section as they need to.

“COMMON” EXPERIENCES: Showing more description for your common experiences and putting these experiences in business terms makes them more applicable and interesting to employers.

SKILLS: Keep in mind that this section is an optional section* for your resume. If you do not feel like you have many skills to list, leave this section off and focus on other sections!



WEBER STATE UNIVERSITY
Goddard School of Business & Economics