

Resume Hackathon

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career network

Agenda

- 1 Introduction
- 2 Key Learning Outcomes
- 3 Why are Resumes Important
- 4 Four-Step System
- 5 Questions

Key learnings

- 1 Our approach
- 2 Getting started
- 3 Building stories

What's the big fuss?

- 1 First impressions matter (recruiters spend 6 seconds on each resume)
- 2 Your resume is a representation of your professional identity

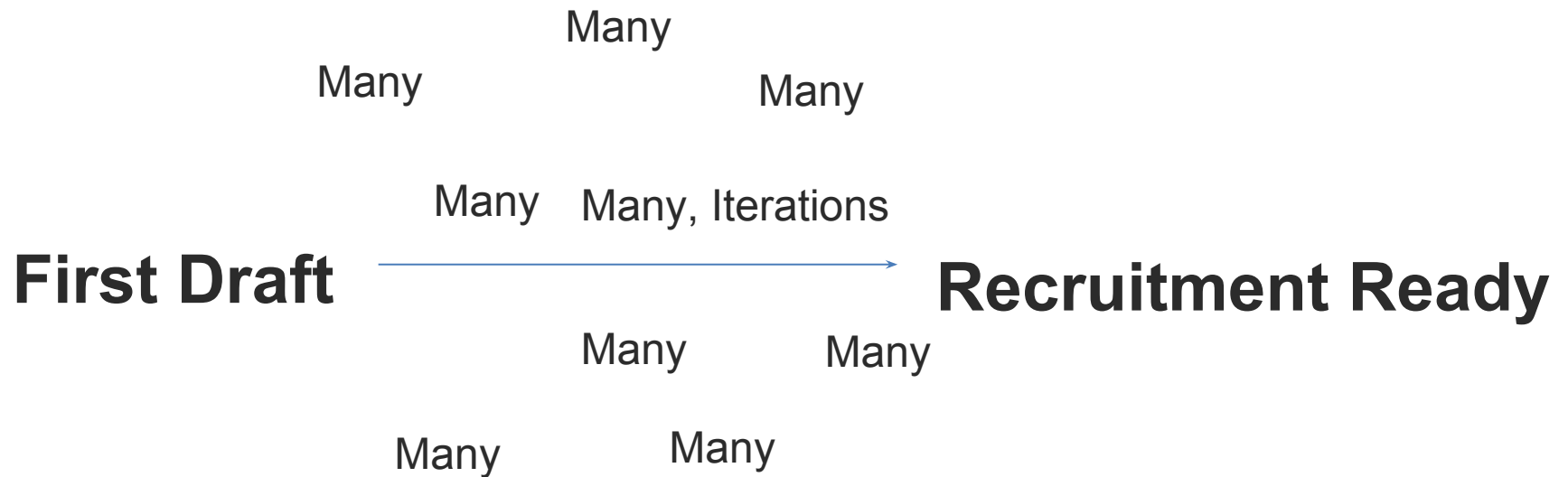
When are resumes appropriate?

**Online
applications**

**Career Fairs
Information
sessions**

**Informal
meetings**

How much work are they, really?



Getting Started: the Personal 'Masterlist'

- Database of activities and accomplishments
- Update it frequently!
- Possible categories:
 - a. Extra-curricular activities
 - b. Academic accomplishments
 - c. Employment
 - d. Volunteering
 - e. Sports/Athletics
 - f. Awards
 - g. Competitions/Conferences



Start your own!

	Clubs/ Extra-curricular Activities	Employment	Volunteering	Sports / Athletics	Awards / Certificates	Competition/ Conferences
Year 1						
Year 2						

These stories will soon become bullet points / sections in your resume!



Step 1: Structure

Header

Your Name

Your.name@gmail.com
416 - 555 - 5555

Education

University of Toronto, St. George Campus

- Bachelor of Applied Science, _____ Engineering & _____ Minor, 1st Year (2014-2018)
- Academic Rank: 1st out of 110 (2012-2013) | CGPA: 3.73 | Dean's Honour Roll
- Dan Cornacchia EY Scholarship for academic excellence in the business minor (2014): \$5,250

Professional Experience

Awesome Company

Summer Analyst

(May 2014-Aug 2014)

- Supported Dominic Barton (Global Managing Director) by facilitating Focusing Capital on the Long Term (www.fcdt.org), an initiative to promote sustainable long term value creation
- Served a public sector client to coordinate an organizational transformation which would add over \$1B a year in revenue from new product introduction and improved marketing

Other Awesome Company

Process Engineering Intern

(May 2013-Aug 2013)

- Led a packaging redesign project, identifying and presenting an opportunity for 23% cost savings by switching from foam to cardboard and by leveraging economies of scale
- Designed a storage optimization process by analyzing forecasts and interviewing management and potential users, eliminating inefficiencies in 63% of the warehouse
- Analyzed inventory sales data to organize 300 product lines, reducing labour hours by 26%

Leadership

Cool Student Club

Fancy Title

(March 2014-Present)

- Leading a team of 50 that is providing recruitment support for students pursuing opportunities and companies seeking talent; last year we had 6800 attendees and engaged 120 companies
- Initiating a culture change by encouraging 7000 students to adopt a career development process

Director of Business Development, Career Fair

(May 2013-March 2014)

- Developed relationships with target employers like Nvidia and RBC by identifying our value proposition, creating partnership proposals, and initiating feedback conversations
- Coached a team of 8 in cold-calling, qualification, and pitching tactics to generate \$64,000 revenue

Another Student Club

Co-founder & President

(Nov 2012-March 2014)

- Led and organized a team of 8 in the inception, creation, and execution of the vision for this non-profit organization, raising over \$3,300 for UNITY Charity in our inaugural year, doubling the initial goal
- Partnered with top professional firms such as Freedom 55 Financial and Cassels Brock to establish sustainable relationships for hosting suit drives, collecting over 650 pieces to date
- Built, trained, and motivated business development, operations, and marketing teams to coordinate a designer suit sale with 300 attendees in less than 4 months
- Grew the organization's reach by 266% in our second year, dressing over 80 students for success

Interests

- 1st, Accenture & ZS Associates present University of Toronto Consulting Association Case (Jan, 2013)
- 1st, Social Spark's Social Entrepreneurship Competition (Nov 2012)
- Avid fan of musical theatre, chaser of fine food, and competitive break dancer

Body

Skills & Other



Step 2: Header

Keep it thin, the body is where your impact is

Your Name

Education

Your.name@gmail.com
416 - 555 - 5555

University of Toronto, St. George Campus

- Bachelor of Applied Science, _____ Engineering & _____ Minor, 1st Year (2014-2018)
- Academic Rank: 1st out of 110 (2012-2013) | CGPA: 3.73 | Dean's Honour Roll
- Dan Cornacchia EY Scholarship for academic excellence in the business minor (2014): \$5,250

Name scholarships are great!

Be specific about the terms – this is chance to subtly showcase a skill!

Step 3: The Body

Write compelling bullets

Make your resume pop by ensuring every bullet point is an achievement



The Body

Show you're already capable using relevant work experience

Professional Experience

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Every bullet point should be an achievement!!!



It's OK to have more than 1 body section – use the second one to showcase volunteer or extra curricular experiences!

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Use the AGR resume bullet method to showcase your skills in a real-world example (next slide)



Step 4: Skills & Interests

Tailor the heading of your skills section to the company's needs

Statistical, Optimization, and Technical Skills

Experienced in: Business processes, database design, linear regression, optimization

Analysis Tools and Languages: Matlab, R, Minitab, Microsoft Excel, Pivot Tables, SQL, Java

Coursework: Operations research I (97%), Probability (96%), Statistics (92%), Data Modelling (90%)

Course performance is decent evidence of your ability (but not as strong as good resume bullets!)

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Bring out your personality by showcasing unique interests



General Pointers

- Format your resume for readability
- Don't just highlight your Technical Skills
 - Highlight your experiences
 - Highlight your interests
- Don't put too much stuff on one page
- No spelling or grammar mistakes
- Have as many people review your resume as possible

Content Tips and Tricks

- 1 Be sure to always **personalize** every resume based on the job description
- 2 Make sure your resume is read-able and not huge blocks of texts
- 3 Ask yourself: if only 3 lines will be read, am I ok with this line being one of them

Format Tips and Tricks

1

Best to keep your resume 1 page.
Keep the attention on your highlights!

2

Save your resume in a **PDF file** when
you are ready to send it out online

Do's

- 1 Research the company and job description to see common required skills.
Emphasize these traits on your bullet points!
- 2 Be concise and brag a little!
- 3 Take the effort and write beyond just your responsibilities!

AVOID AT ALL COST!

- 1 Using slangs!
- 2 Including everything!
Do: Only include relevant experiences
- 3 Skip the fluff (ex: “good communication skills”)
Do: Show not tell and give example(s)
- 4 Lie. EVER.

Takeaways

- 1 Your resume is a living, growing document
- 2 Create a masterlist of involvement and achievements
- 3 Achievement = Action + Goal + Result

Frequently Asked Questions



I'm in First Year, how do I find enough information to put in my resume?



Do I need different resumes for each position I apply to?



Questions?



Feedback

<http://tinyurl.com/reshackfeedback>



Good Luck!
Mentors are here to help!

