How To Build an Effective Resume
A Guide from Beta Alpha Psi – Epsilon Psi

1. Contact Information
- **What to include:** Full name, phone, professional email, LinkedIn profile.
- **Pro Tip:** Your email should be something like *firstname.lastname@gmail.com*, not *soccerstar95@hotmail.com*.
- **Why it matters:** This is the first impression, make it professional and easy to contact you.

2. Education
- Include: School name, degree, expected graduation date, GPA (only if 3.0+), CPA eligibility date if applicable.
  - School Name Example: *California State University, East Bay – College of Business and Economics*

3. Experience *(Jobs, Internships, Projects; even part-time or unrelated work counts)*
- **Turn tasks into achievements**:
  Bad: "Helped customers at the register" [This is generic and will get overlooked]
  Good: "Assisted 40+ customers per shift while resolving issues quickly and maintaining a 95% satisfaction score."
- **Add numbers whenever possible**: How many? How often? How much?
- **Action words to start bullets**: Led, Managed, Created, Increased, Organized, Developed, Coordinated, Analyzed, Streamlined.
- **Why it matters:** Recruiters scan for results, not just duties. Numbers make you stand out.

4. Leadership & Involvement
- Include clubs, student orgs, volunteer work, or community activities.
- **Show growth**: *Member → Treasurer → Vice President.*
- Example:
  "Organized 3 fundraising events raising over $2,000 for local charities, increasing club participation by 40%."
- **Pro Tip:** If you do not have much here, **get involved now**. Join a club, volunteer for an event, or take a leadership role in group projects.
- **Why it matters:** Firms look for leadership, initiative, and commitment, even more than technical skills early in your career.

5. Skills
- **Technical:** Microsoft Excel, Power BI, Tableau, QuickBooks (only if it's true or you've gotten exposure)
- **Languages:** English, Spanish (Bilingual), etc.
- Only list what you can confidently use in a work setting, **you may be tested**.
- **Why it matters:** A quick "skills check" helps recruiters see if you fit their immediate needs.

6. Certifications
- Include relevant ones like Microsoft Excel Expert, Data Analytics Certificates, CPA Eligibility, or LinkedIn Learning courses.
- If you have more than a few, reference your LinkedIn for the full list.
- **Why it matters:** Shows initiative and continuous learning.

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7. Formatting Rules

- **Length:** One page for students/recent grads.
- **Font:** Professional and easy to read.
- **Consistency:** Dates aligned, same font size, no random spacing.
- **File type:** Save and send as PDF to keep formatting intact.
- **Proofread:** Typos can get you tossed out in seconds.

8. How to Fill Resume Gaps

- Do school projects that relate to your field.
- Volunteer at campus events or local organizations.
- Ask professors or club leaders for opportunities to help.
- Take free online certifications to boost your skills section.

9. Recruiter's Advice

- **Tailor your resume** for each role and <u>move the most relevant experience to the top</u>.
- **Think career, not just job**: your first internship can open doors for years.
- If you do not have the experience yet, **go get it now**
  - Every club, event, and volunteer role build your story.