

Resume Development Tips and Format

1. **One page.** Keep your resume to one page. I've taken part in resume reviews where all resumes that were multiple pages were automatically discarded. View your resume as a way to get your foot in the door. Don't worry about telling your whole story, you'll have an entire interview to do that. Focus on including the highlights so you get a call back. Employers want something they can review quickly and make a decision. Providing too much content can work against you. Keep it short and to the point.
2. **Clean and organized.** If your resume is difficult to read, that isn't going to go over well, even if it is only one page. There is debate on whether you should add some style to your resume to help it stand out or if you are better off keeping it standard. Unless you are going for a design oriented position, stick with keeping it simple and standard. If you do decide to style your resume, show it to your friends and family and ask if the formatting makes it difficult to read.
3. **Focused content; "so what" supporting details.** Now that we have an organized resume, it is time to focus on your content. Let's use mine as an example (and believe me, it is not perfect). The main section to focus on is the "Experience" section, which is the main part of a resume. Include 2-3 entries, each with 2-3 bullet points. All of your bullet points should include "so what?" details, which demonstrate why your entries are important to you or your company.¹ For example, in the "Home Depot" entry, if I had just written: *"Developed and managed the system used to process and monitor transactions and order in the Flooring department."* you'd be left asking: "so what?" I need to explain why this is important. Perhaps I learned something or I made the company operate more efficiently? Whatever it is, make sure you include supporting content as to why what you've written matters. In this example, it helped me generate sales and helped my department generate revenue.

Here's how the full resume breaks down:

Contact Information

Let employers know who you are and how they can best get in contact with you.

Jeffrey F. Iacono
 Dartmouth College • 603-255-1210 • jeff@jeffiacono.com • jeff@jeffiacono.com

EDUCATION

Dartmouth College Hanover, NH
June 2020
 B.A. in Economics; Major GPA: #404.00; Overall GPA: #404.00

Relevant Courses: Introduction to Economic Principles, Microeconomics, Macroeconomics, Industrial Organization and Public Policy, International Trade, Financial Markets and Institutions, Probability and Statistics, Advanced Calculus, Linear Algebra, Abstract Algebra, Computer Science 02 (Java), and Computer Science 04 (HTML and JavaScript)

Proficient in MS Excel, Word, PowerPoint, and Access; Java, HTML, JavaScript, Visual Basic, PHP, and SQL

Ballston High School Ballston, VT
June 2012
 Graduated with GPA: #404.00

SAT I: #2640; SAT II: #4; SAT III: #4; SAT IV: #4; SAT V: #4; SAT VI: #4
 Participated in three years of Varsity and AAU basketball, two-time Vermont Division I state medalist in the pole vault

EXPERIENCE

Lehman Brothers New York, NY
Summer 2008
Analyst (Internship)

- Created Excel-based program that automatically submits orders (regardless of buy or sell stock), which increased daily sales volume and improved the efficiency of and replaced the previous system.
- Designed a Bloomberg and FactSet database interface, which tracked customer statistics for over 3,000 different companies. Project increase productivity by enabling co-workers to quickly retrieve information that was previously difficult to gather.
- Developed a highly customizable trading model that analyzed historic spreads between an index and contained stock and generated a signal to take either a long (buy) or short (sell) or neutral position (hold).

Dartmouth Economic Computer Lab Hanover, NH
Fall 2004 – Spring 2008
Manager (on-campus job)

- Responsible for managing Dartmouth Economic computer lab two times per week. Improved my time management capabilities as I had to balance on-campus employment with my academics.
- Collaborated with visitors to help set up technical issues that were encountered which expanded my problem solving capabilities and maintained a high approval level of customer service for the computer lab.
- Improved operational efficiency by learning and utilizing the computer language: Visual Basic to automate many processes.

The Home Depot Ballston, VT
Summer of 2005, 2007
Associate (Summer job)

- Developed and managed the system used to process and monitor transactions and orders in the Flooring Department.
- Generated several thousand dollars of sales per month and helped position our department as a revenue leader.
- Cross-trained in other department by studying manuals to obtain product knowledge and to provide superior customer service.

LEADERSHIP/SERVICE

Club of Dartmouth Entrepreneurs (CODE) Hanover, NH
Fall 2011 – Present
Co-President / Member

- Communicated with local entrepreneurs, organized and presented lectures and informational sessions. Through my membership and management I was able to learn more about the vision and drive an entrepreneur must have to be successful.

Kappa Chi Kappa Fraternity Hanover, NH
Winter 2002 – Present
President / Social Activities

- Organized, planned, and initiated campus-wide social events to provide entertainment and to unite the Dartmouth Community.
- Created weekly multimedia publications, acting as screenwriter, director, photographer, and editor.

Education Section

Include college information, such as your major / minor, your GPA, and relevant course work.

Also add your high school accomplishments and test scores.

Experience Section

The main section of your resume. Include internships, on-campus employment, or any management roles you've had in clubs or groups.

Each bullet point should have "so what?" details, meaning that you should explain why each was important to you individually or how it benefited your employer.

Misc. Section

Include clubs you are involved in, community service projects you take part in, blogs you write, or hobbies and activities that are important to you.

This is a good place to include items that can help give your resume some character!

- 1. Name and contact information.** Make this part stand out; you want employers to see who you are and how they can contact you for a follow up.
- 2. Education section.** Add your college information first. Include your major(s) and minor(s) that you are pursuing, your cumulative GPA and your major GPA² to two decimal points of precision,³ and your relevant course work so an employer can see what sort of topics you've been studying. In mine, I also include computer languages I know because I was seeking analysis-oriented positions. Next, include your high school information. Keep this entry shorter, be sure to provide your SAT or ACT scores, along with any big high school specific highlights. In my case it was my grades and participation in basketball and track.
- 3. Experience section.** This is the main section of your resume. Work experience includes internships, on-campus jobs, or any management positions you've had in college clubs or groups. Make sure that all your bullet points include "so what?" supporting details that clearly explain why what you did matters.
- 4. Miscellaneous section.** Modify the title as needed. Here you can add details about clubs you are involved in, community service projects you take part in, blogs you write, or hobbies and activities that are important to you. This is a good section where you can give your resume some character!