



ENCOURAGING WOMEN ACROSS
ALL BORDERS

CAREER GUIDES

RESUMES

Encouraging
Women
Across All
Borders

EWAAAB

A NOTE FROM THE AUTHOR

Starting a resume from scratch can be daunting and trying to determine which experiences and achievements will get you the position you want can seem nearly impossible - everyone just starting out goes through the same thing. It's only through individual research and guidance from mentors that we were able to learn how to put together a successful resume. Take the information in this guide as a jumping off point and then don't be afraid to ask for input from mentors, professors and more senior folks in your field of interest.

Point of Order - This guide will be helpful in creating resumes (U.S.) and Curriculum Vitae (Global). Both are concise and focused on experiences and achievements. Curriculum Vitae (U.S.) should be treated differently as they refer to a document of a different nature.

Many of these tips were inspired by the Becker Career Center at Union College, Schenectady. See if your university offers any resources!

Resume Writing: The Components

A resume is a professional document that summarizes your education, experiences, and credentials as they relate to your professional goals. The purpose of this document is to convince a potential employer that you have the relevant experience to be successful in their organization. Below you will find information on the key components of a resume.

Identifying Info.

Use your full name and set it apart from the body. Be sure to include contact information.

The key for this section is to make it easy for employers to contact you.



Education.

Starting with the most recent list the name of schools attended, expected date of graduation & major/minors. You can include term abroad experiences, research projects and other relevant coursework.



Achievements, Awards Etc.

This can be a standalone section or be included in the education section. This can be anything relevant that supports your candidacy.



Work/Relevant Experience.

This section shows how your experiences relate to your professional goals & shows the reader you have the necessary qualifications and skills.

Include any and all relevant experiences from academic, to full-time/part time work, internships, volunteer work or extracurricular activities.



Additional Experience/Activities.

These sections can add depth to your resume by reflecting highly desirable skills, commitments and other experiences. This includes leadership positions, professional development, athletics or organization membership.



References.

Prepare a separate sheet with a similar heading to your resume entitled "References" and have it available upon request. Select 3- 5 people to be references - these can be professors, coaches, college administrators or employers who know your skills and goals.



Related & Additional Skills

Use this section to emphasize skills applicable to your field of interest including languages, computer/technical applications, scientific/laboratory, and/or certifications.



Resume Writing: Active Descriptions

Oftentimes applicants are vague when trying to articulate their relevant work experience, leadership, academic and extracurricular activities on their resume. By doing this they are underselling their experience and reducing their chance of hearing back from employers. The more detailed and specific you are in describing your important/relevant experiences, the stronger a candidate you become. When writing experience descriptions focus on including not only what you did, but how you did it, why you did it and what results were achieved.

Example 1: Camp Counselor

Watched kids during activities.
Developed and implemented a variety of extracurricular activities for groups of 5-8 children aimed to promote cooperation and respect.

Example 2: Server

Served food and beverages.
Engaged patrons in a professional manner, provided knowledge of menu items to ensure a positive dining experience in a five star restaurant.

Example 3: Peer Advisor

Ran programs for new students.
Facilitated the transition of new students in the college by teaching an online course overviewing University resources and requirements.

Example 4: Research Assistant

Assisted with research.
Utilized software JMP to create data visualization, ran ANOVA and t-tests for data analysis to assist professor in their research project.

Example 5: Cashier

Had knowledge of store policies.
Maintained awareness of sales, promotions, returns, applicable ringing procedures and strategies to decrease loss prevention in the store.

Examples

Allison Piper

1 Encourage Plaza, Hoboken, NJ | allison.piper@email.com | (555)-555-5555

EDUCATION

Stevens Institute of Technology, School of Business, Hoboken, NJ

Bachelor of Science, Quantitative Finance, **GPA: 4.0**

Academic Honors: *Encourage Scholars, Ann Smith Scholarship, National Merit Scholar*

Expected May 2023

You, like Allison, can choose to include academic honors here rather than in another section.

SKILLS

Programming: Python (*Pandas, TensorFlow, SQLite*), R

Quantitative Finance: Data Analytics, Probability, Stochastic Processes, Machine Learning, Optimization Methods, Risk Analysis

Software: Bloomberg Terminal, Git, Microsoft Office, Jupyter Notebook

Languages: Russian (Native), Spanish (Fluent), English (Native)

Strengths: Machine Learning, Public Speaking, Time-Management, Organization, Collaboration, Research

PROFESSIONAL EXPERIENCE

Instinet Incorporated

September 2020-December 2020

Quantitative Trading Strategy Intern

- Adapted quantitative posting framework in Python using DQN C51 Reinforcement Learning to analyze data from real-time trading, replacing use of a synthetic order book
- Implemented data cleaning functionality in Python isolating inverse spread and low volatility trading times
- Extrapolated gaps in tick data caused by trading glitches using linear regression models to prepare data for machine learning

RELEVANT EXPERIENCE

Stevens Student Managed Investment Fund

July 2020-Present

Head of Quantitative Investment Solutions

December 2020-Present

- Manage four teams of 16 individuals in risk analytics, asset allocation predictions, front-end development, and multi-factor modeling
- Oversee migration of machine learning training pipeline and risk dashboard from local machines to Amazon EC2
- Optimize portfolio performance using ARIMA-GARCH, RNN, and LSTM's to beat the S&P 500 benchmark index by 2.9% since the inception of the fund

It's easy to overlook formatting & focus on content - don't fall into this trap! Consistent formatting can make or break a resume.

Quantitative Analyst

July 2020-December 2020

- Designed trailing stop loss algorithm in Python using volatility ratios and sigmoid function to mitigate risk of holdings
- Implemented a risk screening algorithm in Python and SQL to calculate marginal risk of portfolio holdings
- Automated stop loss reporting process by creating Python script to visualize pricing thresholds of holdings in Excel
- Collaborate on a 12-person team to create quantitative models of approximately \$500,000 of holdings

Financial Times Series Generation with Generative Adversarial Network Algorithms (GANs) May 2020-September 2020

Data Analyst Research Assistant

- Designed a Neural Network algorithm to generate and identify financial time series data using RNNs
- Predicted financial time series' future behavior using regression models
- Programmed Classification, Regression, LSTM, and GANs artificial neural networks using Keras library
- Utilized Brownian Motion model to evaluate statistical differences between data generated by agent-based models and GANs

Note how Allison included specifics in their descriptions - the programs they utilized and measurements of their success.

EXTRACURRICULARS

Encouraging Women Across All Borders, Encourage Her Mentee

September 2020 Present

Student Government Association, Senator

September 2019-Present

Stevens Women in Business, Vice President

March 2020-Present

Stevens Panhellenic Council, Vice President of Diversity and Inclusion

December 2020-Present

Stevens Jazz Band, Pianist

September 2019-Present

Alex Kushnir

kushnir.alex@email.com · +32 555 55 55 55

CAREER OBJECTIVE

Innovative job in the field of Robotics or Clinical engineering that will let me fully express my social and technical skills through the creation and development of a life-changing technology.

SUMMARY OF QUALIFICATIONS

- Completed BSc. Cum Laude in Engineering Technology and expected to finish with a specialization in Clinical Engineering in June 2019
- Successfully completed many engineering projects using CAD, LabVIEW, MATLAB as well as product development, marketing and company consulting projects
- Lived and studied in an English speaking international environment for 5 years

A career objective orients the reader to your specific interests. Include this if you're looking to enter a specific field and your entire resume supports this objective.

EDUCATION

MSc. Electromechanical Engineering Technology, KU Leuven, Belgium specialization **Clinical Engineering**
(2018 - expected completion June 2019)

- Thesis in Autonomous navigation in horticulture at Octinion (in progress)
- Relevant completed courses: Robotics, Advanced Instrumentation, Vision Systems, Computer Aided modeling, Biomechanics, Finite element analysis

BSc. (Cum Laude) Engineering Technology, KU Leuven, Belgium specialization **Electromechanical Engineering**
(2015 - 2018)

- Relevant courses: Dynamics and Statics, Strength of materials, Signals and systems, Object oriented programming, Manufacturing technology, Marketing and Project Management
- Various Engineering Experiences and Management projects that required software skills, problem solving and teamwork

Exchange program in Stevens Institute of Technology, USA (Winter/Spring 2018)

- Manufacturing processes, Design of Machine components, Robotics, Control systems
- GPA 3.934

High school, Ukrainian International school, UA (2014 - 2015)

GCSEs, Bellerbys College, UK (2013 - 2014)

Despite being short these experiences highlight their skills noted in a lower section.

RELATED EXPERIENCES

For my studies:

- Designed, selected components and modeled in CAD an escalator for a shopping mall
- Designed and constructed a sand table where steel ball draws patterns programmed in LabView
- Programmed in MATLAB an iRobot Roomba for visual recognition and navigation in the environment
- Modeled in MATLAB and constructed a small autonomous vehicle

Side work and projects:

- Design and maintenance of the website for FANTASTIC Group, Ukraine (2014-2018)
- Completed company consulting project at AFC Leuven to help Alcopa Moteo improve sales and change motorcycle perception (2016)

TECHNICAL SKILLS

- Programming in Matlab, LabView, PLC software and NX Siemens software (intermediate, took courses)
- Proficient in Excel, Word, and PowerPoint (constant practice for university and side projects)
- Programming in Java, Python, C++, ROS (beginner, courses and thesis related work)
- Web design in Joomla and Wix (intermediate, took course in Joomla), HTML (beginner, took a course)

PEOPLE SKILLS

- Excellent international communication and networking skills in both technical and non-technical environment
- Translating customer requirements into the technical language
- Fast problem solving and flexibility
- Project management
- Team leading and teamwork (successfully completed many group projects in international teams)
- Adaptable and willing to travel (lived and studied in 4 different countries)

However you choose to format, keep it consistent, easy to read and be sure to highlight important and relevant information.

LANGUAGES

Ukrainian (native speaker), **English** (full professional proficiency, more than 5 years in English Speaking environment)

TAYLOR CHOI

22 IRVING RD, AMSTERDAM, NY 02020
(555) 555-555 | T.C.2000@email.com

Taylor made it clear from the start their professional goal was paralegal related and indicated which skills aligned with that goal. They then included relevant experiences as support (see highlighted areas).

PROFESSIONAL SUMMARY

Ambitious paralegal driven to provide exceptional administrative support and customer service. Strengths include legal research, time management, strong attention to detail and extraordinary diligence.

SKILLS

- Bilingual Spanish/English
- Computer proficient in Microsoft Office, Excel, PowerPoint, Google+, PACER, Lexus, CaseMap and Westlaw
- Goal-oriented
- Active listening skills
- Outstanding communication skills

Note: All three examples are only one page. You shouldn't exceed one page until you have enough relevant experience to fill two whole pages.

WORK HISTORY

KENNEY COMMUNITY CENTER

STEP Mentor and Intern | Schenectady, NY | June 2016 - June 2018

- Oversaw groups of up to 50 students at school and off-site locations, maintaining optimal safety and security.
- Partnered with teacher to plan and implement lessons following school's curriculum, goals, objectives and philosophies.
- Tutored students individually and in small groups to reinforce learning concepts.
- Encouraged dynamic and pleasant educational environment by promoting both gentle discipline and universal respect.

UNION COLLEGE

House Coordinator | Schenectady, NY | August 2016 - September 2017

- Conducted daily welfare checks and ensured that all resident needs were met by coordinating with facility staff.
- Facilitated floor meetings to discuss concerns, review complaints and convey information about policy changes.
- Contributed to positive academic and social tone of school by demonstrating professionalism and enthusiasm for academic community.
- Fostered meaningful relationships among students through student field-trip retreats and team-work community service projects.

CAPITAL EYE CARE PHYSICIANS AND SURGEONS, PLLC

Secretary Receptionist | Troy, NY | June 2015 - August 2015

- Welcomed all customers with friendly greeting, answered general questions, gathered nature of visit and directed to specific offices.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Enhanced projects with efficient schedules, coordinated related documents and organized resources to support unique demands.

EDUCATION

BACHELOR OF ARTS Spanish And Hispanic Studies

Union College

Schenectady, NY | 2018

PARALEGAL CERTIFICATION Paralegal Studies

Boston University

Boston, MA | 2019

While Taylor chose to put their education (including a very relevant paralegal certification) at the bottom, you may choose to move this closer to the top to highlight this key qualification.