

# YOUR NAME

City, ST | 937-555-5555 | imasample@cedarville.edu  
www.linkedin.com/yourname

## SUMMARY OF QUALIFICATIONS

Junior Finance major seeking to participate in a **Summer Finance Analyst Development Program** requiring strong organizational, planning, and analysis skills. Dedicated to providing exceptional support to corporate and line of business functions.

- Two years' experience as an office assistant supporting two senior managers in finance and marketing
- Strong desire to serve within corporate finance and develop a lasting relationship with my employer
- Experience coordinating meetings and facilitating communication between various financial departments
- Daily use of Microsoft Word, PowerPoint, Access; Working knowledge of SAP, TIES, and Business Warehouse financial systems

## EDUCATION

CEDARVILLE UNIVERSITY

*Bachelor of Arts/Science* Your Major; Overall GPA: 3.43

Minor in Bible

Honors: Dean's List; Leadership Scholarships; Academic Scholarships; Awards; etc.

Cedarville, OH

mo/year

## PROFESSIONAL EXPERIENCE

NAME OF COMPANY (Most Recent)

*Your Position*

- List responsibilities/duties within the company
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."
- Do not use "I" statements or personal pronouns

City, ST

mo/year–Present

NAME OF COMPANY (Most Recent)

*Your Position*

- List responsibilities/duties within the company
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."
- Do not use "I" statements or personal pronouns

City, ST

mo/year–Present

NAME OF COMPANY

*Your Position*

- Focus on highlighting skills and experiences relating to the specific job or internship you are applying for
- Jobs that may be self-explanatory such as *Cashier, Sales Associate, or Waiter* do not require bullet points if there are other experiences that are more relevant and may require more bullets to explain

City, ST

mo/year–mo/year

NAME OF COMPANY

*Your Position*

- Number of bullets will vary depending on experience and responsibilities
- Emphasize achievements and results relating to your responsibilities or assignments

City, ST

mo/year–mo/year

## ACTIVITIES

ABC Student Chapter Organization – Vice President (1 year); Member (2 years)

Academic Enrichment Center (The COVE) – Peer tutor for College Algebra (1 year)

Safe Harbor House (Community Ministry) – Volunteer mentor (2 years)

# Optimizing your Resume for the Applicant Tracking Systems (ATS)

Application Tracking Systems (ATS) are computer systems used by organizations to manage the overwhelming amount of applications they receive. The ATS will scan/read your resume and the rank and score your qualifications based on the targeted job description. Only those applicants with high scores will be passed onto a human reviewer and consequently invited for an interview. While each ATS system can be programmed differently and there is no one perfect "magic equation" for getting your resume noticed...the following tips will help prevent your resume from choking the system or being knocked out of the candidate pool.

## Top 5 Tips:

1. **Do not use templates!** Use a standard Word document, and save in **.docx** format. Not all ATS systems can read PDF, RTF, and JPG formats.
2. **Use simple formatting.** Do not use inserted headers (including for contact information), footers, or templates. Stick with one font type and size (with the exception of headings and contact info).
3. **Customize each resume** for the specific position being sought using language from the job description. "One-size-fits-all" does not work with ATS. Incorporate relevant, targeted keywords and phrases. Be specific -- i.e., "Adobe Photoshop" instead of "image-editing software").
4. **Use keywords and phrases *in context*.** Incorporate them into descriptive, achievement-oriented bullet points; do not *just* include them as a list of skills or competencies.
5. **Edit carefully:** The ATS will not recognize misspelled words. And, if your resume survives the ATS screen, it will next be reviewed by human beings so it must be error free.

## Make sure your optimized resume also:

- Does not include any special characters or accented words
- Includes no punctuation in your name, such as ( ) , / -
- Is in a single column format—no tables (except in a skills list), multiple columns, or text boxes
- Uses simply formatted text of a reasonable size (10-12 point font)
- Contains only your name on the top line, with no degrees or certifications after it
- Includes standard fonts (Arial, Georgia, Tahoma, Calibri, and Verdana are safe choices)
- Includes months when listing dates (e.g., 06/2010 – 08/2012). Dates should be on the right
- Does not contain complex formatting (condensed or expanded text that adds extra space)
- Contains proper capitalization and punctuation
- Uses the full, spelled-out version terms in addition to abbreviations and acronyms

## Additional DO's and DON'Ts

- **DO** include the exact job title on the resume if targeting a specific position (summary).
- **DO** list dates of employment to the right of the information (ATS trained to look for dates on right).
- **DO** consider including section headers in ALL CAPS and on its own line to make it easily recognized.
- **DO** check your email after applying for a position online. Some ATS systems acknowledge submissions, but these automated responses may be diverted to your spam folder.
- **DO** upload your resume (if given the option) rather than cutting pasting sections into text boxes. When it is eventually forwarded to a human, it will look much more attractive.
- **DON'T** list your credentials (MBA, CPA, etc.) next to your name. Include that info on a separate line.
- **DON'T** feel the need to create a completely stripped down document. Using simple formatting such as bold, caps and bullet points will help to keep your resume attractive.