



Hi my name is Joan Kang and I am a Senior Career Services Advisor at Santa Monica College in the Career Services Center and this presentation is focused on resume writing for those majoring in math or wanting to enter a career focused on using math, statistics, and/or financial theories to analyze and solve problems. One thing to note before I continue with this presentation is that many math careers require specific skills, therefore, it is important to reach out to the Career Services Center and your academic counselor to make sure what you are studying aligns with your career goals.



OUTLINE OF TOPICS

WHAT WILL BE DISCUSSED

- Why a Resume?
- What Does Your Resume Say About You?
- When Do You Need a Resume?
- What Do You Need to Create a Resume?
- How to Make Your Resume Relevant?
- What are General Layout and Formatting Guidelines?
- Where Do You Go for Additional Help?

For our presentation today, here's what I will be discussing:

- Why a Resume?
- What Does Your Resume Say About You?
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- What Do You Need to Create a Resume?
- How to Make Your Resume Relevant?
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WHY A RESUME?

- Marketing tool
- To obtain an interview
- Requirement of many organizations

So why do people need a resume? A resume is a marketing tool and not your professional biography. It is used to sell yourself to a potential employer or program so that you can obtain an interview. An effective resume will show how your qualifications match what an employer/program is looking for in an ideal candidate. Therefore, it is important that your resume be targeted to what you are applying to. That means each resume you send out should also be different. You will learn more about how to target your resume later in this video.



But first, do you know what is the average amount of time an employer/recruiter takes to review an applicant's resume?

Employers only spend about six seconds reading a resume. If you are lucky, even longer.

The good news is that there is no one "right" way or "magic" way to write a resume. However, there are some best practices and standards. Your job with your resume is to grab the viewer's attention very quickly.

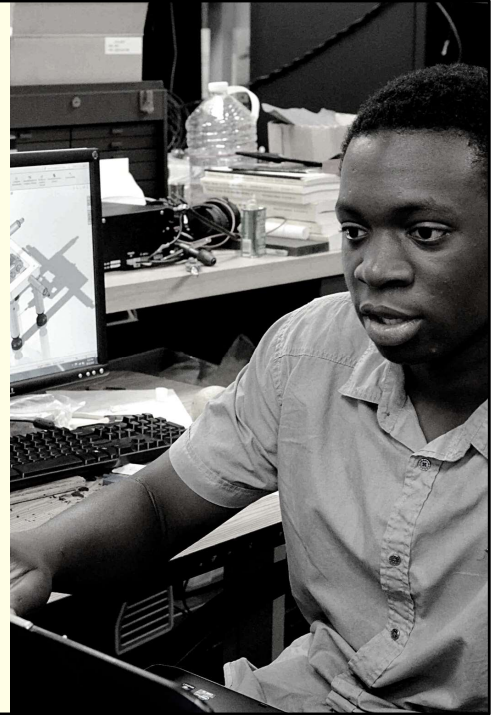
WHAT DOES YOUR RESUME SAY?

RESUME

- Neat
- Well-organized
- Error-free
- Professional Appearance

YOU

- Neat
- Well-organized
- Attention to detail
- Careful and Competent

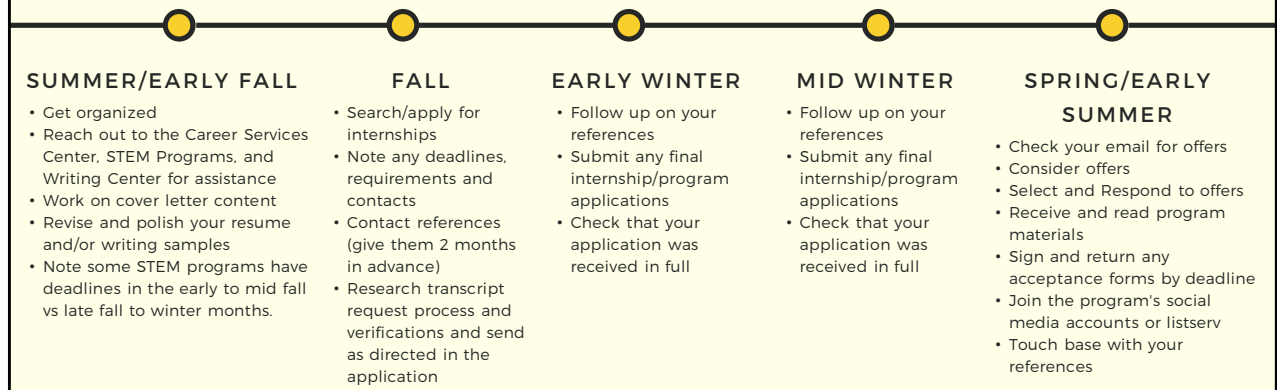


And, although there is no right way to write a resume, a resume can say a lot about an applicant. Did you know that a resume can provide hidden messages to employers? A resume can tell a lot more than the list of jobs you have had in the past. It can tell an employer what kind of applicant you really are, and on this slide, these are just a handful of examples of hidden messages your resume may or may not already contain.

For example, a neat, well-organized and error free resume that is targeted directly to the job/program posting and has been proofread carefully to catch any mistakes, shows that you are attentive to detail, understand grammar and spelling and competent for the job. Well-formatted resumes that flow naturally and share information that is relevant to the job description/program speaks volumes about your ability to think and organize tasks. When an employer is looking for the ideal candidate, these details matter.

SUMMER INTERNSHIP RECRUITMENT TIMELINE

YEAR PROJECTION



Before we proceed to all things resumes, I wanted to take a moment to highlight a typical summer internship recruitment timeline for STEM students.

For those of you looking to apply for a internship or research opportunity, these are great ways for you to build your experience while confirming your career interest. However, it is important to know that many academic programs, companies and organizations, host these types of experiences primarily during the summer and although you might be working in the summer, they usually post their opportunities in the fall and have applications due as early as late fall/early winter. Therefore, if you are interested in gaining experience during the summer, it is important for you to start preparing months in advance. You should also keep track of what you applied to, what resume you sent and what other materials you included in your application.



And one of the ways you can prepare for the recruitment process, is to make sure your resume is up-to-date. And when I spoke earlier about targeting your resume to fit each job description or program, I didn't mean you need to create a brand-new resume each time you apply. Instead, it is about adjusting and choosing which parts of your work experiences are highlighted and which can take a backseat this time around.

To do this, I recommend that students create a "master" resume. This master resume houses every bit of your experience, skill set, accomplishments, all written out in a professional resume format. Then, when you are ready to start applying for jobs, internships, research or volunteer opportunities, use the job or program description to determine what parts of your master resume need to change – what details need to be highlighted, removed, added, and what language needs to be tweaked.

CREATING A RESUME

WHAT DO YOU NEED?

1

**JOB
DESCRIPTION**

2

**EDUCATIONAL
BACKGROUND**

3

**WORK
EXPERIENCE**

Importance of Relevance

+

General Guidelines

So, what do you need to create a resume?

First, you need to have a copy of what you are applying to. In your case, you might be applying for a job, internship, research or volunteer opportunity. Typically, when applying for any of these opportunities, the employer or organization will provide you with some guidelines in the form of a job description. Sometimes with internships and research opportunities, who they want to bring on board might appear within the program description and eligibility requirements.

You also need to make sure your resume contains relevant educational information and work experience, as it relates to what is being asked by the employer or academic program. In the next couple of slides, I will share with you how you can make your resume relevant as well as provide you with general resume guidelines.



So, how do you make your resume relevant?

First, you need to know the job description. Read the job description thoroughly. Look at what the employer or academic program is asking for. Do you need a certain level of education? Are they only interested in junior or senior standing college students? Are you expected to have completed or be currently enrolled in certain courses, like calculus or statistics? For some math careers, employers may want you to understand concepts related to accounting, bookkeeping, or financial planning, all of which fall under the Business Department at SMC. While others may want you to understand data analytics and programming, courses that fall under our Computer Science and Information Systems Department. As you can see, your math skills can open the doors to a range of amazing careers within STEM as well as in other industries. As such, it is very important that you align what you are studying with your career goals.

The second step to making your resume relevant is customizing your resume headings based on what is stated on the description. Is there an emphasis on education, computer skills, and data collection experience? If so, you will want to include sections titled Education, Computer Skills, and Data Collection Experience or Related Experience.

Third, you want to connect your experience. If you have the skills being asked, either through your education or work experience, list them on your resume. However, you only want to list things that are relevant, what is being asked for by the employer or academic program. If you are not sure how to connect your experience to what is being asked, connect with the Career Services Center and we can help you. You also have access to academic counselors who can point you in the direction of what courses SMC offers that relate to the skills being asked.

Finally, beware that some programs and employers, utilize an Applicant Tracking System (ATS) to screen and weed out resumes that don't closely match the job description. That is why it is important to target your resume to what you are applying to.

HEADER

MAJOR REQUIREMENTS

- Name (first and last name)
- Address or the alternative
- Professional e-mail address
- Phone number with professional voicemail

Now that you have an overall idea of what you need for a resume, let's break it down even further. Let's start off with the header. Your resume header is the section that tops your resume. It is the first thing an employer or recruiter will check on your resume. Resume headers carry all your personal contact information. Therefore, it needs to include your first and last name and contact information an employer can use to contact you. When posting your resume on the internet, consider whether you want your resume to be public and how much of your contact information you want visible. Resume headers serve as a business card of sort. Having a poor resume header format can even cause ATS software to reject your resume. I recommend that you use the same header for your resume, cover letter, list of references, etc.

With your resume header, first start off with your name. It is essential that your header include your name. It sounds obvious, but don't forget it. The font type size should stand out, be easy to read, but not look out of place. Make sure your name matches your resume, cover letter, online application materials, background check applications, etc. Typically, you would list your address next. This is standard on resumes. However, as the landscape of communication changes, your complete address is sensitive information that you should list on your resume if you feel comfortable. An alternative to listing your entire physical address might be to just list the city and state where you reside. Next item to include is your email address. Chances are, this is how an employer will reach you. Make sure to list a professional email that you check often. Your phone number is the next most popular means of communication for employers. List a phone number with a voicemail set up to receive messages. Make sure to use a professional outgoing message on your phone as well as be prepared to handle a professional conversation when you answer your phone. Some of you might be thinking, should I include a link to my personal website, my social media handles or LinkedIn information. You should only include this information if your accounts are current and up-to-date, relevant to the job and will enhance your chance of obtaining an interview.

EDUCATION

MAJOR REQUIREMENTS

- Name of the school
- Name of your degree and major
- Date or Expected Date of Graduation
- Optional Information
 - GPA (Generally a 3.5 or higher)
 - Study Abroad
 - Relevant Coursework
 - Academic Awards and Scholarships

Typically, after the header, most current students and recent graduates should list their education next. Your education is the most recent and relevant experience. Employers and academic programs want to see that you have earned your degree or potentially will be earning one. They can see by the name of your degree/certificate, major and/or relevant coursework what areas you have a foundation of knowledge.

On your resume, include the name of the school. Do not abbreviate the name of the school. List the city and state where the institution is located and period of attendance or better yet, expected degree/certificate date information. In most cases, schools should be listed in reverse chronological order (most recent degree/certificate listed first). For exceptions, see the Career Services Center.

Also, make sure to check with an academic counselor at one of the several academic counseling programs to see if you qualify to receive a degree/certificate based on the coursework you have completed or will be completing before you leave SMC. Make sure the dates are right aligned and the degree/certificate is exactly what was issued or will be issued by SMC Admissions and Records, the office where you will submit your Petition to Graduate form. Employers do verify information listed on your resume.

If space permits and it is relevant, other areas you could include that are optional are GPA, study abroad, relevant coursework or academic awards, Dean's List, honor societies, and merit-based scholarships. Do not include any high school information.

EXPERIENCE

WHAT COUNTS?

-
- Part-time/Full Jobs + Internships
 - Courses + Projects + Lab Skills
 - Research + Publications + Presentations
 - Service-Learning + Volunteering
 - Student Club Leadership + Athletic Teams

The next part of your resume I want to focus on is your experience. This area should take up the bulk of your resume. This is the area that employers and academic programs focus the most time reviewing, so make sure you list experiences that are relevant to the job or program description. There are many forms of experience including paid and unpaid opportunities such as jobs and internships you have held, even self-employment experiences, class projects you have completed, skills you have learned in your labs, research, publications, presentations, service-learning, volunteering, and your leadership in student clubs and collegiate teams.

EXPERIENCE

SECTION HEADINGS

- Business, Math, Accounting, Programming, etc. Experience
- Community Involvement
- Leadership and Volunteer Experience
- Relevant Coursework
- Research Experience

Your experience can be listed or grouped together in a variety of ways. For example, you can breakdown your experiences into smaller specific sections, based on similarities. If you are limited in space, be sure to focus on direct experiences that relate to the position you want. For example, if you are going to use your math skills within the bookkeeping or accounting industry, include a heading section titled Accounting/Bookkeeping. Experiences you might think about sharing include any jobs where you performed data entry, prepared financial statements, managed vendor relationships, maintained ledgers and accounts, etc. If you are thinking about going into teaching, include a heading section titled Teaching/Related Experience. Experiences you might think about including are tutoring jobs and jobs where you worked directly with students or the targeted population.

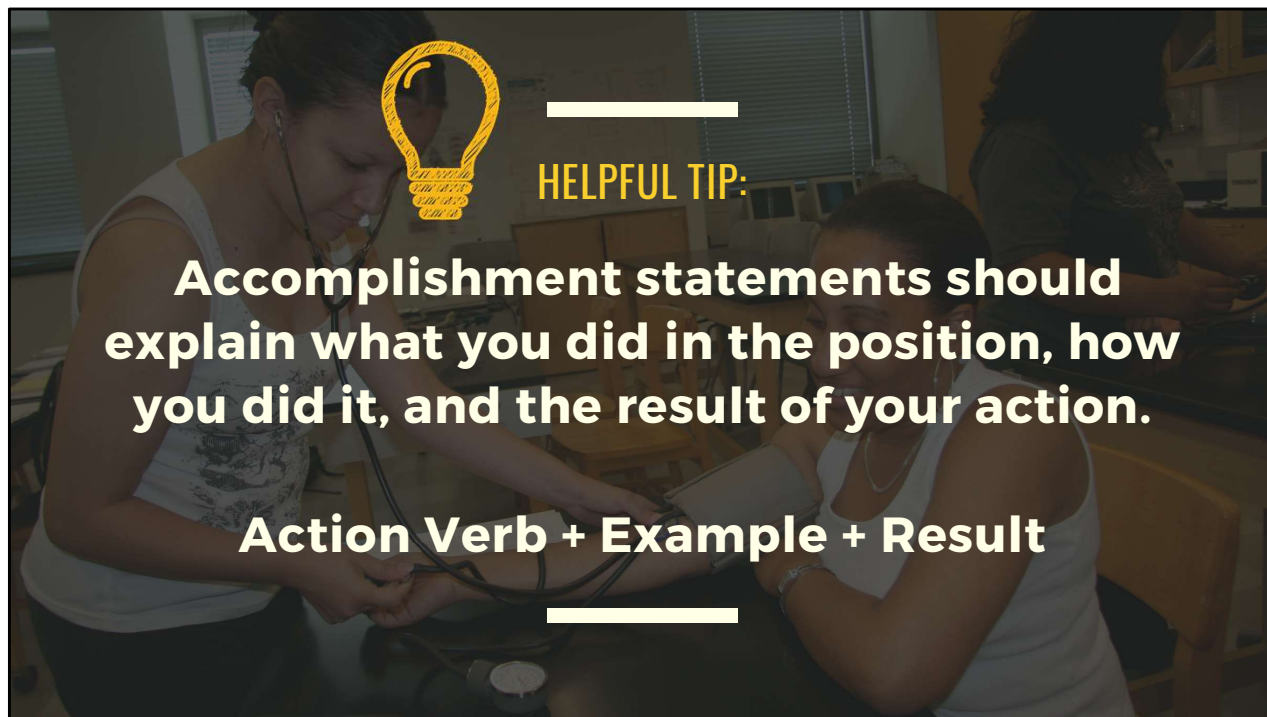
Again, make sure to choose experiences that are relevant and tailored to the position you want. Do not list all your experiences on your resume.

EXPERIENCE

MAJOR REQUIREMENTS

- List only relevant experiences in reverse chronological order (most recent first)
- Include job titles, start and end dates, company names, city and state of company
- State accomplishment and achievements
- Use bullet points
- Use action verbs

Now, that you have an idea of what types of experiences to share in this section and how to categorize them, let's talk about how to list this information. You want to list the name of the companies, organizations, programs you worked for or class projects you are currently working on or have completed. Include their location and dates of employment or participation, meaning start and end dates, using month and year. Under each experience, include brief descriptions of the accomplishments and achievements you made in that role. Your experience is typically presented using bullet points and in reverse chronological order, beginning with your current experience and working back in time. You also want to use simple and professional looking bullets points which will make reading your resume easier for employers. Always start off each bullet point with an action verb. Make sure to use present tense if the experience is current and past tense if the experience is no longer being done.



When you are listing your accomplishments and achievements, you should explain what you did in that role, how you did it, and the result of your actions.

First begin with an action verb to show you did something. Then include an example or context for that action. Make sure to be clear and specific. Finally demonstrate the result of your actions to show the value of your work, the purpose and/or the impact.

Again, make sure to tailor your skills and experiences to the position you are applying to. Be concise while providing enough details. Don't just list tasks. Employers like to see results, numbers, percentages versus generalities. Include how you solved problems and achieved goals as well as other concrete and specific language.

[illegible]

To help you identify what action verbs to use in your statements, here is a list of action verbs. Action verbs make your resume stand out. They help paint a vivid description of a specific experience, skill and/or accomplishment of yours. Spend some time analyzing your resume and determine the best action verb that you can use to properly convey who you are to an employer. For the complete list, visit the website link listed on this slide.

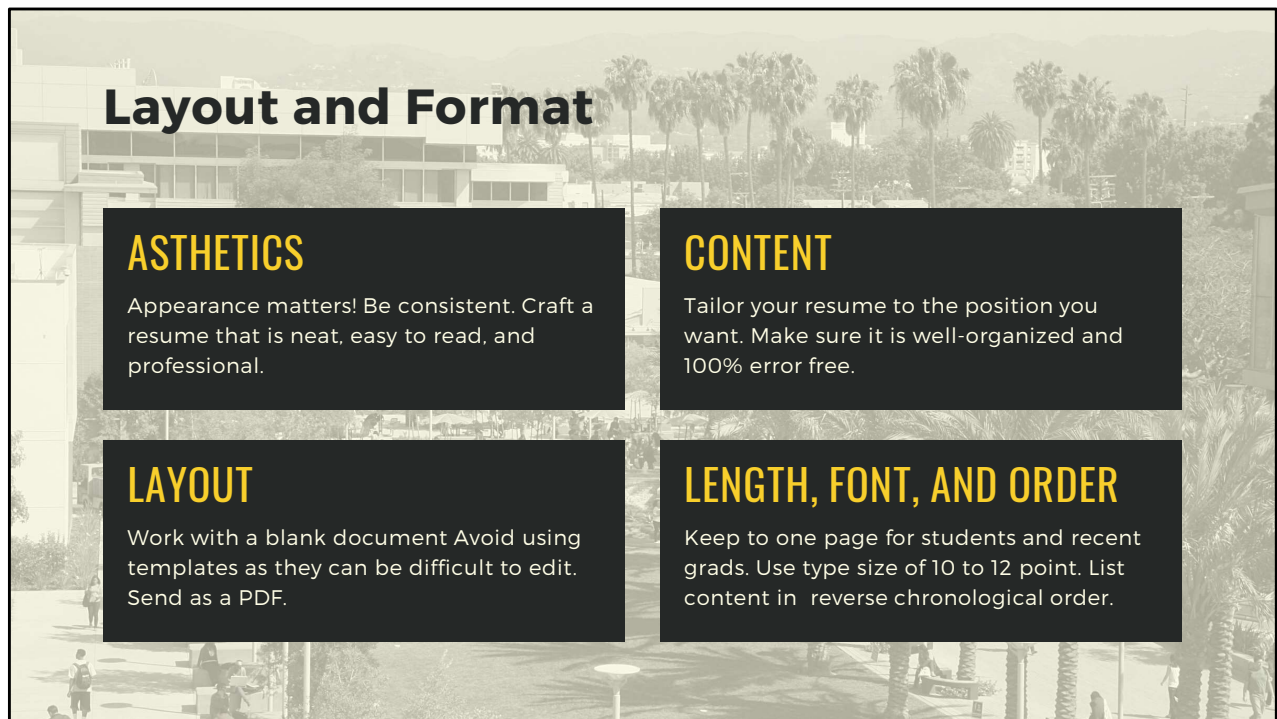
OTHER SECTIONS

OPTIONAL ADD-ONS

- Objective
- Summary
- Skills
 - Language and Proficiency
 - Technology-based or Computer Skills
 - Lab Skills
 - Certifications

Now that we have covered some key elements of a resume. Let's focus on some sections of a resume that may or may not be a part of your resume.

- **Objective:** A well-crafted objective signals to an employer that you are clear about the position you are seeking and the positions available with an employer. Objectives can also hinder your chances of obtaining an interview if you list an objective that does not match the position for which you are applying or if it doesn't support the content of your resume. For most college students seeking an internship, research opportunity or entry level job, you do not need state an objective on your resume. A better way to share what you are trying to achieve is through your cover letter, especially since a cover letter is read first.
- Next, is a **summary of qualifications**. Again, this area is typically considered optional and reserved for those with more professional experience. The summary is the first piece of information an employer sees at the top of your resume. It gives the resume reader a concise introduction to you, your expertise, industry background, training, etc. It is a way for you to briefly tie together your experiences and help employers understand how your varied experiences fit what they need. It is a brief opportunity for you to communicate your experience, training and abilities as it pertains to the specific job.
- **The skills section**, although optional, is a section that is important for STEM students to include. For students and new professionals, you should list this section at the top of your resume, following your Education section. The skills section is where you might list any technology-based or computer skills as well as other field-specific skills, trainings and/or certifications. For US companies and academic programs, you should include your knowledge of a language other than English and your proficiency level. In the skills section, you should only include objective, measurable skills. Softer skills like communication and teamwork should be illustrated through your descriptions of your experiences. There is also no need to include random and unrelated hobbies.



So, how should your overall resume look?

- **Aesthetics:** You need to craft a resume that is neat, easy to read and professional. Appearance matters! Be consistent in font choices, bullet points, text size, type of heading, all caps, dividing sections with lines, etc. These are ways to direct the viewer's eyes to what is most important to see. Be intentional on what you use. Make sure not to go overboard or nothing will stand out to the viewer's eyes. For example, all your job titles should follow the same format. Avoid being too creative or flashy. You want an employer or academic program to be dazzled by your skills, knowledge and experience and not distracted by images or a busy resume.
- **Content:** A resume is not an essay. You need to tailor your resume to the position you want, by listing the most relevant and important information first. Your resume needs to be well-organized and 100% error free. Never misrepresent yourself. It can come back to you. Feel free to reach out to the Career Services Center. We can review your resume and provide you feedback. Don't rely solely on spell check.
- **Layout:** Start off with a blank Word document. Templates are usually not recommended because they may not allow you to move information easily, change bullet points, or text sizes. For online job applications or when sending your resume via email or another electronic format, always save your resume as a PDF (Portable Document Format). Do not provide digital versions of your resume in Microsoft Word or Google Doc. Saving the file as a PDF, will preserve formatting.
 - **Length:** Given that you are a current student or recent graduate, most of you will not have a lot of direct professional experience. Therefore, keep your resume to one page in length. If you need more room, adjust the margins. However, make sure to leave an appropriate amount of whitespace throughout your resume.
 - **Font size:** Another way to fit information on a page is to play with your font size. The font you use should be easy to read. Avoid script fonts or fonts with too much design. The type size is typically between 10 and 12 point.
 - **Order:** Each section of your resume, should always follow a reverse chronological order, with the more important information toward the top. Chronological means most recent information is listed first, followed by older dates.

THE DON'TS RESUME MISTAKES

- Include photos, birthday, SSN, marital status, sexual orientation, political affiliation or religion, etc.
- Copy the description
- Lie
- Use unnecessary professional jargon
- Use personal pronouns
- Leave grammar/spelling errors
- Include high school information, salary or work schedule requests or anything about references

When creating your resume, there are also things you need to leave out.

Don't include any photos or personal items such as your social security number (SSN), age, sex, height, weight, marital status, religion, race, color, national origin, date of birth, etc.

Don't copy the job or program description.

Don't lie or provide misleading information. Be honest.

You want to avoid using professional jargon/technical language unless you are applying for a job within that field. This includes cliché words or terms. Remember, you want to impress employers and not confuse them with jargon that is unfamiliar to them or overused.

Always check your resume for grammar and spelling errors. Make sure to have your resume reviewed by others, like the Career Services Center.

Remove any personal pronouns such as "I," "my," and "we."

And the last thing you want to exclude is any high school information, salary or work schedule requests, or anything about references.

Following these quick rules will help employers focus on the content of your resume and that is really what matters most.

SAMPLE APPLICATION DESCRIPTION

For a copy of this sample application description, visit:

<https://www.smc.edu/student-support/career-services/career-interest-areas/stem-career-interest-area/stem-career-guides/>

Math Internship Program Description

Become an expert in financial markets while working in a dynamic, collaborative and supportive team when you join our sales, trading and research group. You'll research and find exciting opportunities for our clients, help them execute complex transactions and develop deep relationships while gaining a thorough understanding of markets through data analysis.

Sales, trading and research work collaboratively to help clients achieve their goals. The sales team is in touch with institutional clients about insights and strategic ideas that are executed by traders. All of this is informed by comprehensive research into financial markets and companies that allows us to give the best possible advice.

Working on one of our dynamic teams, your day-to-day will vary based on your team and what's going on in the markets. You will use your passion and critical thinking skills to solve real business problems, innovate new client offerings outside of our traditional products, work on complex mathematical models and cutting-edge methodologies, collaborate with our development teams using machine learning techniques, and analyze data to come up with innovative insights for clients.

You'll also write reports, build updated financial models, and support multi-billion-dollar transactions

Valued Qualities

We're looking for inquisitive, creative thinkers who can react quickly to changing markets. Our teams need a diversity of thought to be successful, so we're looking for people with different backgrounds, degrees and experiences. Those who work well in teams and can build long-term relationships with colleagues and clients do well here.

Key skills

You must have strong critical thinking and communication skills along with excellent analytical, quantitative and interpersonal skills. You'll need to be able to work independently and with our teams to produce accurate, detailed work under pressure. Interest in financial markets is a plus.

Now that we talked about creating your resume, let's look at a sample description. Here is a program description that might pique the interest of a student majoring in math. They are interested in hiring someone with strong analytical and quantitative skills, has an interest in the financial market and can either work independently or in a team.

If I was applying for this program, I would include any courses that focus on the financial market, communications, analyzing data, and applying analytical and quantitative skills. I would include any jobs related to sales or where you collaborated as a team to achieve company goals. You might want to include any roles you played in a volunteer or leadership position where you can highlight your problem-solving, critical thinking or project management skills.

I would recommend asking your academic counselor as well as the Career Services Center which courses would be best to take in order to get the experience you need to enter your future career.

SAMPLE RESUME

For a copy of this sample resume,
visit: <https://www.smc.edu/student-support/career-services/career-interest-areas/stem-career-interest-area/stem-career-guides/>

Jane Corsair

1234 Pico Avenue Apt. 567
Los Angeles, California 90025

corsair_jane@student.smc.edu
310.434.4300

EDUCATION

Santa Monica College, Santa Monica, California
Associate in Science for Transfer Degree, Mathematics
Certificate of Achievement, Marketing
To be Conferred June 2021

- GPA: 3.5
- Campus Involvement: STEM Program, Data Analysis Club, Women in Business
- Relevant Coursework:
 - Business: Introduction to Business, Principles of Marketing, Business Communications, Principles of Selling, Marketing Research and Consumer Behavior, Introduction to Investments
 - Mathematics: Statistics, Calculus Discrete Structures, Multivariable Calculus and Linear Algebra
 - Physical Sciences: Calculus-based General Physics and lab

SKILLS

Software Skills: Proficient: Microsoft Office Suite, Google Workspace, MailChimp, Adobe Photoshop

Math and Business: E-Commerce, Consumer Behavior, Market Research Data and Data Sources, Analyzing financial statements and reports

Social Media Platforms: Facebook, Instagram, Twitter

Languages: Mandarin – Bilingual

RELATED EXPERIENCE

Sales Associate August 2019 – Present
Target, Los Angeles, California

- Maintain accurate and attractive merchandise displays, ensuring strategic placement of products in order to maximize purchases
- Assisted team members in handling cash registers, organizing inventory room, labeling products, unloading merchandise, and cleaning up
- Train new employees on upselling, cross-selling, and customer service techniques

RELATED COURSES

Introduction to Investments August 2020 – December 2020
Santa Monica College, Santa Monica, California

- Developed a personal investment plan applying investment principles and strategies
- Created and appraised investment portfolios
- Analyzed financial statements and reports, incorporating methods of stock, bond, and mutual fund evaluation
- Utilized financial statements, key financial ratios, and value investing methods to evaluate the relative strength of companies and possible investment opportunities
- Created an investment pitch that included prior analysis of an industry and fundamental analysis of a company

Business Communications February 2020 – June 2020
Santa Monica College, Santa Monica, California

- Composed a formal analytical business research report
- Planned, organized, and wrote memos, emails and reports suitable for a variety of business situations including quantitative and business legal contexts
- Analyzed appropriate usage of technological platforms of social media, business related internet writing context and web resources to solve business communication problems
- Utilized cross cultural sensitivity to audience needs and desires

LEADERSHIP AND COMMUNITY INVOLVEMENT

Math and Science Tutor August 2020 – Present
Mar Vista Family Center, Los Angeles, California

- Conduct 1 hour individual and group math and science tutoring sessions to underrepresented students attending the local elementary schools
- Design tutoring lesson plans to include quizzes and interactive games to ensure academic growth and comprehension
- Teach students about proper study habits

And here is an example of a resume that could be used to apply for this internship. The resume includes related coursework as well as leadership and community experience. You can find the PDF copy of this resume sample on the website listed on this slide.

Students often think they can wait until they are ready to apply for a job, internship or research opportunity to create their resume. Some even think they can wait until they transfer to a 4-year college or university. It is best to start at the beginning of your college education. That way, you can build on the skills and experiences you need in order to apply to those academic programs, internships, research opportunities and even later, your dream job.

ADDITIONAL HELP

For additional STEM Internships,
Career Videos, and Resources, visit

<https://www.smc.edu/student-support/career-services/career-interest-areas/stem-career-interest-area/>

PEER NAVIGATOR PROGRAM

Peer Mentoring | Workshops | For 1st Year Students

Email: peernavigator@smc.edu

Website: <https://www.smc.edu/student-support/academic-support/counseling/special-support-programs/peer-navigator/>

CAREER SERVICES

Major and Career Exploration | Employment Resources | Workshops

Phone: (310) 434-4337

Email: careerservices@smc.edu

Website: www.smc.edu/careerservices

STEM PROGRAM AND ACADEMIC COUNSELING

Academic Counseling, | Peer Mentors | Tutoring | Workshops | STEM Club

Phone: (310) 434-3988

Email: stem@smc.edu

Website: www.smc.edu/stem

COUNSELING 12 AND 15 AND SCIENCE 10

Counseling 12 - Career Planning

Counseling 15 - Job Search Techniques

Science 10 - Principles and Practice of Scientific Research

SRI/STEM PROGRAM

Academic Support | UCLA Internship | Application Required

Phone: (310) 434-3988

Email: stem@smc.edu

Website: www.smc.edu/stem

As STEM students, here are some valuable resources.

We have a website with information on resumes and cover letters, career videos and resources, as well as a list of internship, research and volunteer opportunities geared to STEM Area of Interest students.

If you need someone to review your resume, help you connect your major to your career path or vice versa, the Career Services Center is a great place to start as an SMC student. We offer a variety of resources and programs to help you explore your options or gain real-world experience.

As STEM students, you have access to the services and resources offered by the STEM Program, including your own academic counselors, peer mentors, tutoring, etc. Within the STEM program, you can also apply to participate in the SRI/STEM Program which offers additional academic support and internship opportunities.

Some great classes that focus on STEM and your career, include Counseling 12 and 15 as well as Science 10.

If you want to meet peers within the STEM field, reach out to the Peer Navigator program.

We are all here to help you on your path to success.