



Resumes: Passing the 10 Second Test

Kevin Wright, Campus Recruiter

Agenda



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Baker Tilly Overview

Resumes

Interview Process

Questions

ABOUT Baker Tilly



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Firm Facts

- > Established in **1931**
- > **Offices located in 29 cities** throughout Illinois, Michigan, Minnesota, Pennsylvania, New York, Washington DC and Wisconsin
- > Over **2,600 total staff**
- > Baker Tilly is now ranked as **one of the top 12 largest accounting and advisory firms in the United States**



YOUR CAREER: What are you looking for?



Resume Introduction

A Resume Should

- Provide a short account of your career and qualifications.
- Speaks for you before you can.
- Act as a marketing tool, a call to action.
- Show your unique abilities, accomplishments, and qualifications.
- Prompt questions and provide intrigue.
- Be balanced and have content in each section

Resume Structure

- Heading/ Contact Information
- Education
- Experience
- Extracurricular activities
- Relevant skills

Resume Eye Test

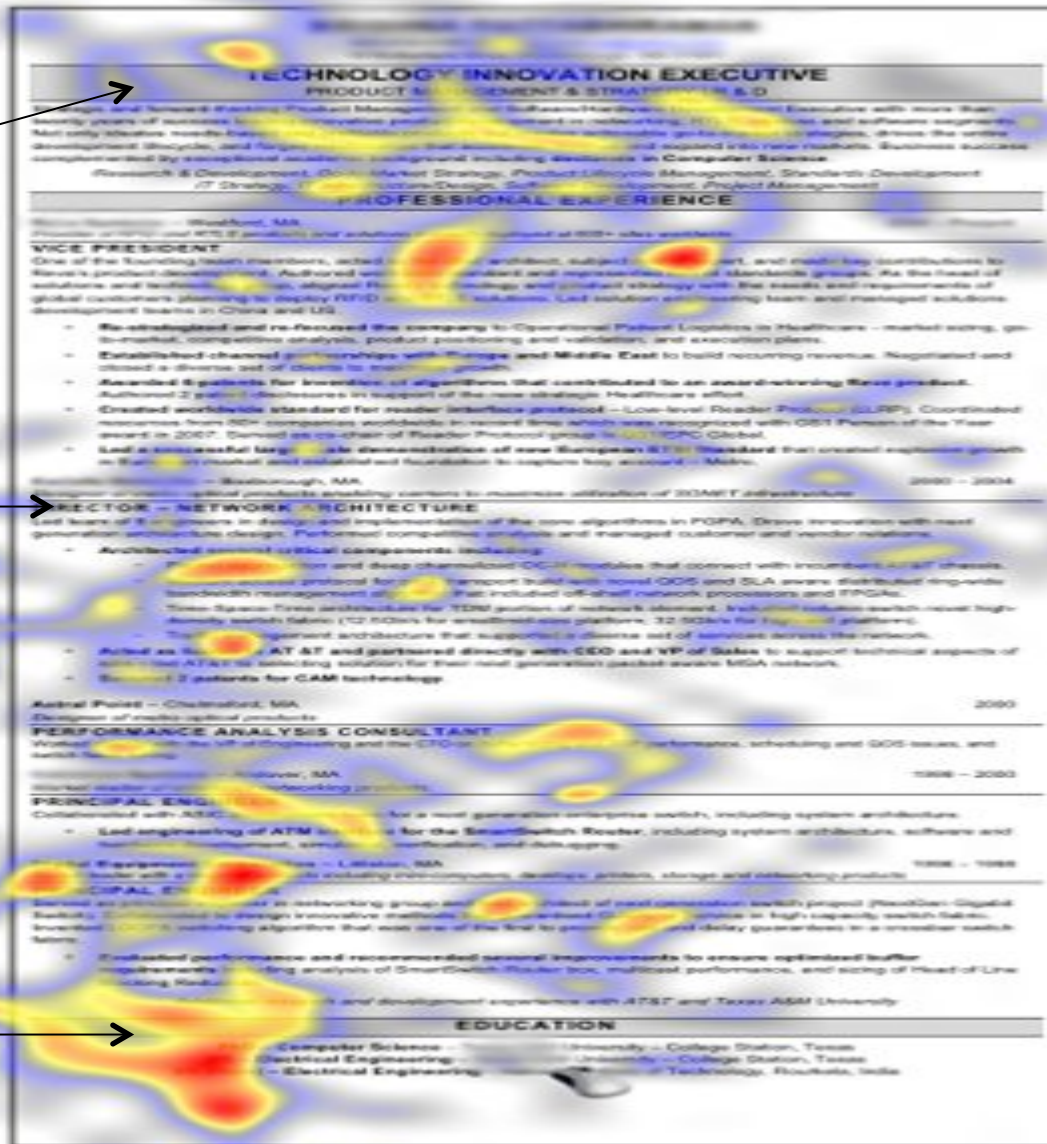
- Employers spend about 10 seconds on your resume
- Would you pass the 10 second test?

Resume Overview



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Heading



Latest Position

Education

My View

1. Education
2. Work
3. Campus Activity
4. Name
5. Location

Resume Development

- Formatting is key but don't use obvious templates
- No longer than one page
- Visually appealing
- Clear and concise
- Truthful
- Include contact information
- Limited white space

Heading/ Contact Information

- Most prominent feature
- No nicknames
- Current address and/or permanent address
- Phone:
 - > Put your cellphone on there unless you prefer to be reached at home
 - > No ring backs
 - > A professional voicemail
- Email:
 - > One email address
 - > Ensure it works
 - > Should be professional

Education

- College
- Degree (Bachelors of Science)
- Major / Minor
- Anticipated graduation date (with # of credits if applicable)
- GPA (If 3.0 or above)
- Scholarships
- School projects, relevant courses if needed
- Study abroad
- No high school

Experience

- Begin with most recent experience and work backwards
- Show employer transferrable skills
- Use bullet points and action words
- Internships, jobs, volunteer work, independent projects

- Basics:
 - > Title
 - > Company, location Dates Worked (month/year – month/year)
 - > Work experience bullets

Extracurricular Activities

- Clubs, organizations, volunteer activities, sports teams, fraternities and sororities
- Show progress
- Describe if necessary

Other sections

- Computer Skills – Focus on particular programs e.g. MS Excel
- Languages – Describe fluency
- Honors – recognition, awards
- Interests

3 Things All Resumes Need

- Numbers
- Specifics
- Results

What to Leave Out

Objective

- An objective is typically used for summarizing your experiences, this can be met in a cover – letter
- Most students however make the description sounds the same

References

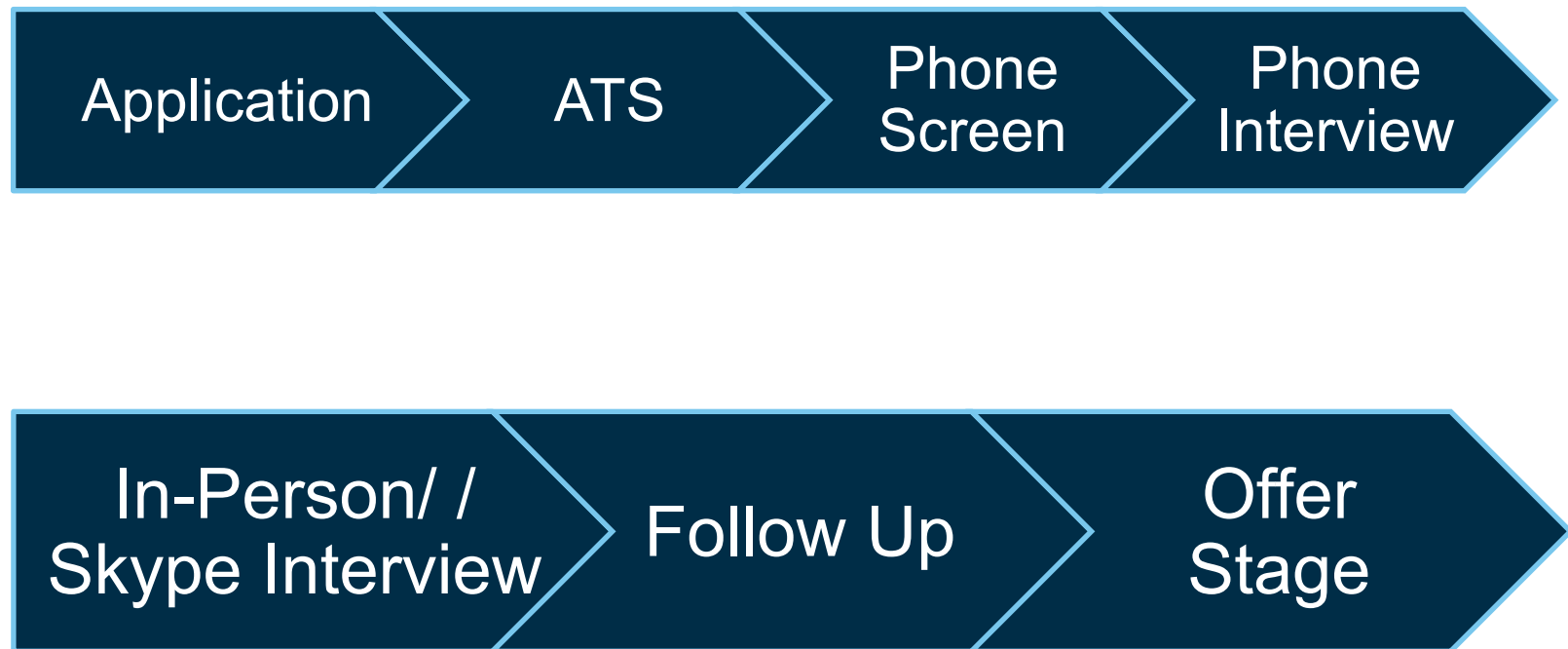
- Do not put references on the resume or “references available upon request”

The Interview Process

Interview Overview



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Questions?

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