

# Ins and Outs of Resumes and LinkedIn

# **RESUME GUIDE**

## **What is a resume?**

- Document that summarizes your professional qualifications, skills, and experience
- Designed to highlight your strengths and relevant experience to potential employers
  - REMEMBER this is an employers first impression of you, this is before interviews and such so make sure that you guys start off on the right foot



## **Major Components of Resume**

- Heading
  - Name, City and State, phone number, appropriate email
- Professional Summary (debatable)
  - Something I see sometimes but as college students, I don't think it is necessary
  - Situations where it could be necessary in the future
    - **Non-linear experience**, i.e. large gaps in experience. You can use a professional summary to explain a little about these gaps and what/why you took them.
    - **Switching fields**, i.e. Healthcare to tech. If you apply to a tech job and you have mainly healthcare experience, this might be alarming to employers so having this summary can help them understand why that is.
- Education
  - Include University, City and State, Major, GPA, and Graduation year
  - Have in reverse chronological order (most recent at the top)
  - If you are a freshman, including your highschool is okay but once you get more experience, you can take it off.

# Dakota Koukhamsey

Tucson, Arizona

(520) 461-8176 | [dakotakoukhamsey@arizona.edu](mailto:dakotakoukhamsey@arizona.edu) |

## EDUCATION

**University of Arizona, College of Medicine**

**Tucson, Arizona**

*Bachelor of Science in Physiology and Medical Sciences*

May 2026

- **Major:** Physiology and Medical Sciences
- **GPA:** 4.0

- Employment History/Extracurricular activities/Volunteer activities
  - Reverse chronological order, this shows your latest and most relevant experience
  - Position title, club name, city/state, dates of employment, and 2-3 bullet points describing the skills learned.

## PROFESSIONAL & LEADERSHIP EXPERIENCE

**MexZona Medical Services – Border City Clinics**

**Sonora, Mexico**

*Treasurer Intern*

*July 2024 - Present*

*Medical Triage Volunteer*

June 2024 – Present (48 Hours)

- Took vitals such as blood pressure, blood glucose, oxygen levels, and temperature to provide free and accessible care to the underserved community in Mexico
- Assist in organizing undergraduate volunteers and medical students to ensure smooth and efficient clinic operation

**Asian Pacific-American Medical Student Association (APAMSA)**

**Tucson, Arizona**

*Director of Fundraising*

May 2024 - Present

*Director of Fundraising Intern*

January 2024 – May 2024

- Communicate with businesses in organizing percentage/fundraising nights
- Organize a swab event for NMDP in order to support those affected by various blood cancers

**Casa Alitas Welcome Center**

**Tucson, Arizona**

*Medical Volunteer*

December 2023 – Present (105 Hours)

- Travel to Casa Alitas clinic and communicate with doctors regarding patient examinations.
- Collecting specimens and vital signs of the underserved and immigrant community in Tucson

**Mei-Hon Restaurant**

**Tucson, Arizona**

*Server/Cashier*

March 2019 – Present

- Maintain high standards of customer service during periods of high volume.
- Resolve complaints promptly and professionally to ensure customer satisfaction.

## How to write about experiences

- Start bullet point with strong action verb
  - [Action verb list](#)
  - ^^ list of strong action verbs to use on resume
  - Helps paint the picture of what you did and that can change drastically depending on the verb you decide to use

- ‘Helped’ vs ‘Coordinated’. ‘Helped’ sounds too passive and general while ‘coordinated’ sounds more proactive and impactful.
- Try to quantify your skills if possible
  - Giving a specific number just helps the employer visualize your impact during your experience
- **Before:** Helped with event planning.
- **After:** Coordinated and executed events with up to 300 attendees, improving attendee satisfaction by 15%
- Formula for writing about experiences
  - **Action verb + what you did + effect of what you did**

## Formatting

- Choose a template that are simple, no flashy graphics, distracting fonts, or excessive colors.
- Personal favorite is the [Eller Template](#), but there are many free resources online, [Resume Genius](#), [Resume Now](#), and [Harvard resume template](#).
- Keep resume to one page MAX
  - Employers spend literal seconds on your resume and tend to read in an “F” shape.
  - This is why your experiences should be in reverse chronological order so they read your most relevant information
  - If they are barely reading one page, they for sure are not reading two.
- Below are some good examples when it comes to format!

## Richard Williams

3665 Margaret Street, Houston, TX 47587  
(770) 625-9669  
RichardWilliams@gmail.com

*Financial Advisor with 7+ years of experience delivering financial/investment advisory services to high value clients. Proven success in managing multi-million dollar portfolios, driving profitability, and increasing ROI through skillful strategic planning, consulting, and financial advisory services.*

### PROFESSIONAL EXPERIENCE

**WELLS FARGO ADVISORS,** **Houston, TX**  
Senior Financial Advisor August 2020–Present

- Deliver financial advice to clients, proposing strategies to achieve short- and long-term objectives for investments, insurance, business and estate planning with minimal risk
- Develop, review, and optimize investment portfolios for 300+ high value clients with over \$190M AUM (Assets Under Management)
- Ensure maximum client satisfaction by providing exceptional and personalized service, enhancing client satisfaction ratings from 88% to 99.9% in less than 6 months
- Work closely with specialists from multiple branches, managing investment portfolios for over 800 clients with over \$25M in assets under care

**SUNTRUST INVESTMENT SERVICES, INC.** **New Orleans, LA**  
Financial Advisor July 2017–August 2020

- Served as knowledgeable financial advisor to clients, managing an over \$20.75M investment portfolio of 90+ individual and corporate clients
- Devised and applied a new training and accountability program that increased productivity from #10 to #1 in the region in less than 2 year period
- Partnered with cross-functional teams in consulting with clients to provide asset management risk strategy and mitigation, which increased AUM by 50%

**MAVERICK CAPITAL MANAGEMENT** **New Orleans, LA**  
Financial Advisor July 2014–August 2017

- Served as the primary point of contact for over 15 clients
- Managed the portfolios of several major clients with over \$8.5M in total assets

### EDUCATION

**LOUISIANA STATE UNIVERSITY** **Baton Rouge, LA**  
Bachelor of Science in Business Administration (concentration: finance), May 2014  
Honors: cum laude (GPA: 3.7/4.0)

### ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint) Outlook, MS Project, Salesforce, TFS Project Management
- Fluent in English, Spanish, and French

## Chris PreHealth

prehealth44@ncsu.edu (919) 453-2246  
Raleigh, NC

### Education

**North Carolina State University, Raleigh, NC** *Anticipated May 20xx*  
Bachelor of Science in Biological Sciences: Human Biology Concentration, GPA 3.7  
Minor: Biotechnology & Nutrition  
University of North Carolina at Charlotte, Charlotte, NC, GPA 3.8 *Aug 20xx - Dec 20xx*

### Clinical Experience

**Marian Clinic - Phlebotomy Technician, Cary, NC** *May 20xx - Present*  

- Utilize certified phlebotomy skills as a volunteer for free weekly healthcare clinic
- Perform and explain venipuncture procedures on patients, focusing on minimizing patient discomfort
- Assure proper blood specimen collection & identification and safely store samples for transportation

**ScribeAmerica - Emergency Department Medical Scribe, Charlotte, NC** *May 20xx - Dec 20xx*  

- Accurately documented all work, treatment procedures, and medical decisions of practitioner
- Located medical records, entered medical data, and observed the physician during patient encounters

**Shadowing - Internal Medicine, OB-GYN, Dermatology, and Pediatrics** *May 20xx - Aug 20xx*  

- Expanded understanding of healthcare careers through intentional observation and conversations with practitioners

### Research Experience

**Biotechnology Summer Undergraduate - Research Assistant, Raleigh, NC** *June - Aug 20xx*  

- Analyzed RNA structure and annotated the 5' UTR regulatory region of cancer genes
- Conducted in silico design of translation regulation cassettes for mRNA therapeutics

### Leadership & Activities

**Pre-Medical Club - Co-President** *May 20xx - Present*  

- Collaborate with officers to provide opportunities by managing speakers and leading fundraisers
- Present to first-year students on successful practices and personal and professional development

**Stem Journal Club - Co-Founder & Co-President** *May 20xx - May 20xx*  

- Established and lead club for students with summer research impacted by COVID-19
- Lead weekly research discussions, create and maintain social media, and coordinate speakers

**Biological Sciences Transfer Student Membership - Peer Mentor** *Aug 20xx - May 20xx*  

- Mentored 5-10 students per semester to guide through adjustment to NC State as a transfer student

**Cary Assisted Living, Cary, NC** *Aug 20xx - Dec 20xx*  

- Provided companionship through conversation, reading, singing and playing games with patients

**Boys and Girls Club, Raleigh, NC** *Aug 20xx - May 20xx*  

- Tutored middle school student weekly in science and created a trusting relationship for developmental conversations and open dialogue

### Honors & Certifications

**Undergraduate Honors Program in Biological Sciences** *Aug 20xx - Present*  
**Phlebotomy Technician - American Academy of Phlebotomy Technicians** *July 20xx*

### Other Experience & Interests

- Customer service experience as a restaurant server and lifeguard
- Conversational Spanish
- Tennis, reading and juggling

## Other things to add

- Honors and awards, skills, certifications, languages

## Things NOT to add/do

- Do NOT lie (i hope its obvious)
- ‘References upon request’
  - If employers care they will ask, but save the space to talk about your experiences
- Interest and Hobbies unless relevant

# **RESUME VS CV**

## **Main differences**

### **Resume**

- One page brief summary of your work and experiences
- General applications
- Tailored
  - Really important point, different jobs will have different skills that they are looking for, so make sure the experiences you put in and the skills you gained match the job's description.
  - So your resume will always be changing depending on where you apply

### **CV**

- Thorough picture of your experiences and qualifications
- Any length
- Gradually add experiences
- Used for academia
  - Research, Academic positions, PhD programs

# **LINKEDIN GUIDE**

## **What is LinkedIn?**

LinkedIn is a professional networking platform that has many uses for job hunting, networking, and learning. It's basically a social media platform for your resume that develops a strong, positive digital footprint.

## **Major Components of LinkedIn**

### **The Profile**

The profile is what people will be instantly attracted to when searching for your name or stumbling upon your account. It consists of your headshot, a headline, and your "about" section.

- The Headshot: This should be in professional wear, polished, be aware of your surroundings, and with a good smile. Show those beautiful teeth :)



- The Headline: The headline is a quick overview of your roles. LinkedIn will give you sample headlines based on your education and work experience. Maintain professionalism but feel free to make it unique!

Just your friendly neighborhood Recruiter | Nerd at Heart |  
Introvert living in an industry of Extroverts

- "About Me": The about me is a section to insert a strong elevator pitch. Start with a hook, highlight your strengths, show your passion, be concise and clear, and tailor it for your audience. Use this to tell a story about yourself, and the future plans for your journey.

#### **About**

Identifying myself as the first-generation immigrant in United States has largely shaped my unique perspectives and aspirations. I understand how it feels to be financially/food insecure or without opportunity and go above and beyond when an opportunity arises. I take great pride in persistence, diligence, and empathy. This is why I love finance and its functions as societal tools that allow individuals/corporations to overcome financial hurdles and accelerate growth.


I also credit my resourceful working style for my love of piano. Life has taught me to seek out opportunities, whether or not they are risky. As a recipient of piano scholarship for four years in a consecutive row, this lesson has made me better in the long run.

Please feel free to contact me via LinkedIn. I'm always looking forward to an insightful conversation over coffee, or even better, a round of skydiving!





## The Meat

The meat of your profile is arguably the most important part since it contains all the details about your life. This section contains work experience, education, and skills/projects/certifications.

- **Work Experience:** This should be a throwback to the common app activities section. Just like in your resume, use bullet points and strong verb starters to describe tangible things during your time. Include how long, changes in positions, and even media!



**Chief Science Officer (Alumni)**  
 SciTech Institute  
 Jul 2018 - Present · 6 yrs 4 mos  
 Phoenix, Arizona, United States

- Student Ambassador for STEM and student voice-related conversations in the community
- Developed and Presented \$5 Million STEM Summit Bill to the Department of Education/White House
- Contributor to HB 2607 STEM Ecosystem Bill for Arizona
- Advocated for STEM change with the National Science Foundation, White House Office of Science and Technology Policy, and notable organizations (Boeing, Microsoft, etc)
- Implemented numerous action plans: STEM Pathways Event, Environmental Club, Park Cleanups, Chromebook Distributions, DEI Committees, STEM YouTube Channels, and many more
- Earned media opportunities on Fox 10, 12 News, AZ Parenting Magazine, Arizona Informant, Company Blogs
- Worked my way up the ladder to the International Leadership Council and 2021 AZ CSO of the Year
- Began alumni program in June 2023

- **Education:** This section should be very similar to your work experience section. Include your GPA, majors, relevant coursework, honors, and extracurriculars. This section also has the ability to connect in skills and media.

### Experience


**Georgia Institute of Technology**  
 4 yrs 6 mos

- Resident Assistant**  
 Part-time  
 Jul 2023 - Present · 1 yr 4 mos  
 Atlanta, Georgia, United States  
 Supporting institution-scale efforts to advance health, wellbeing, and safety of students living on campus  
 Spearheading initiatives to promote diversity, inclusion, and community building between first-year students  
 Supporting Housing operations, administration, and security procedures as Student Assistant for East Community Housing Office  
 ♥ Leadership, Nonprofit Organizations and +2 skills
- Researcher, BioCrowd Program Lead**  
 Internship  
 May 2020 - Present · 4 yrs 6 mos  
 Atlanta Metropolitan Area  
 Spatial Bioinformatics and Analysis Project:
  - Using Bigstream software to analyze melanoma tissue sample and stain images...

...see more



- **Skills/Projects/Certifications:** Use this section to brag about extra tidbits of information that directly relates to your future journey. Be selective on your skills, highlight projects and achievements that are related, and include industry-specific certifications.

#### Skills

#### Public Speaking

4 endorsements

#### Adobe Photoshop

Passed LinkedIn Skill Assessment

2 endorsements

#### Projects

##### White House STEM Summit Proposal

Nov 2022 - Apr 2024

Associated with SoTech Institute

- Championed and proposed a 5 million dollar STEM summit bill for students and organizations across the nation  
- Presented to the Department of Education and White House OSTP...

...see more

##### Changemakers in STEM Youth Congress - 2024 Virtual Congress

Nov 2023 - Mar 2024

Associated with SoTech Institute

- Worked with SoTech to develop an international virtual congress that empowers youth to create community-based solutions for global issues and commit to applying them locally...

...see more



2024 Changemakers in STEM Virtual Youth Congress

Show all 6 projects →

## Licenses & certifications



### Basic Life Support for Healthcare Providers (BLS)

American Red Cross

Issued Aug 2024 · Expires Aug 2026

## Making Connections

- **Send Invitations:** The most unique part of LinkedIn is the ability to connect with people using personalized invitation. Building a network is so important, whether it's someone you meet at a conference, a professor, mentors, peers, connect with them!



Julia Fillory

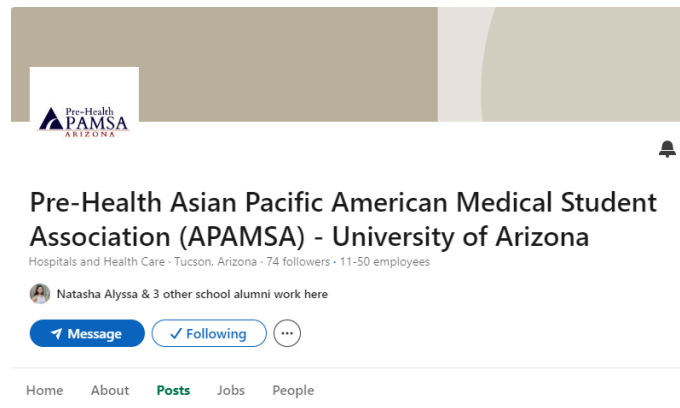
Children's Book Illustrator

Durham, North Carolina

Connect



- Groups and Communities: If you are really eager, you can join LinkedIn groups or events. Follow the APAMSA group to find club peers to connect with!



- The Feed: Finally, see what people are posting about and send likes! At the end of the day, LinkedIn is a social media app, and it offers some cool ways to hear about what others are up to. However, be aware of comparison. Do not be blinded by what others are doing to forget you are doing amazing things yourself! <3

