



Financial Management Association
One Washington Square
Accounting & Finance Dept, BT 850
San Jose, CA 95192
www.cob.sjsu.edu/fma

Spring Professional Development Meeting Minutes
Speakers: Doug Evans - Employment Specialist from SJSU Career Center
March 23, 2010
4:30 PM – 5:30 PM
Held at BBC Room # 204

1. Announcements

- NHS Informal April 8th, 6-8 pm
- Location : TBD
- All COB Club social April 9th , 6-8pm
- Location : Hotel St Clair
- FMA applications due next meeting.

2. Doug Evans

- Come to talk about the resume
- There's no such thing as a perfect resume, it can always be better.
- The purpose of a resume is to get us an interview.
- When you apply for an online job, the employer doesn't know you at all; your resume is like a piece of marketing. It goes out to the world and represents you. It's crucial for your resume to be representative, all about you. Typo errors are an excuse for employers to put your resume away.
- Job& Internship Guide booklet – many useful things.

3. First exercise – looking at Carlos Soto's resume at page 24 in the Booklet.

- There's no fixed way of preparing a resume. It's obvious to spot out a resume done on a template and you shouldn't do that. There are many styles in the booklet and find one that fits you.
- You want to keep your resume on the conservative side.
- Many companies want your resumes customized. You want to **customize your resume for a specific company.**
- When you're at a career or job fair, meeting with different companies, you can make one generic resume for companies you're not so interested in and make a few customized ones for the few companies you really like.
- **Everything is ordered by reference.** Since employers go down your resume and might stop half way, you want to make sure they actually read the relevant information.
- Overall in his Carlos's resume, there's inconsistency of the bold using but the bullets are good.
- There's a very good GPA, so it's definitely right for him to put it on his resume. Certain companies require high GPA so it should be there if it's good.
- He's using San Sheriff Font (modern font).
- His resume his big Title font, catching attention.
- For scanable resume, take away all the BOLD, ITALICS etc.



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- How many bullets should there be on your resume? You **should have only like 5-6 bullets under one job**. But it's definitely good to have bullets under a job.
- If you have done a very good project that is most relevant to the job you're applying, you should not have just 1 bullet.
- **Projects**, especially within your major help **full out your resume** (especially if you don't have any job). You should put the team aspect but make sure you put the results (you might write a report, do a presentation).
- **Everything you put on your resume** you should be able to **talk about** it.
- Start your sentences with powerful, descriptive words. If it's a current job, write in past or present tense but for old jobs, use past tense.
- The **skill section** should be **customized for the specific job**.
- How do you decide on the headings? Everything is ordered by preference.
- As a newly graduate, your education should be the first thing and if you've been working for a while your experience becomes the most relevant. If an old project is still relevant, give it another heading. You can make up your own headings as long as they sound professional.
- Employers might get tired of seeing the same word "seeking" in your objective so you might use different words such as "obtain".
- Don't use the same words throughout the entire resume such as "manage", "perform" etc.
- Under EDUCATION, you should have your degree first (because it's the basic requirement for the job), not the school name. If your employer happens to graduate from the same school then put the school name first.
- How long might the resume be? For newly graduates, keep it within a page (since you don't have too many experiences). If you happen to have too many and have to go on the second page, make sure they're relevant.
- Make sure your email sound professional , not like hotchick123@yahoo.com (very sexual in nature)
- Make sure your voice mail is clear and proper; don't put up background music.
- Make sure to use professional tone. Treat your professors as if they're your employers, use traditional tone.
- For a thank-you you can send an email, a card or a business style letter one. If that person is too busy, use emails. Do the one that feels right to you and do the one that that person likes. Think about your audience. If you decide to write out by hand-writing, it's better to drop it off or mail it right away.

Minutes submitted by:
Y Nguyen
March 23, 2010