

Crafting Winning Resume

Temitope Waheeb



Resume VS Curriculum Vitae



A resume is a concise summary of your **skills, experience, and education** while CV is a more detailed and comprehensive document of your academic and professional history.



Resume is tailored for a **specific job application** while CV is suitable for **academic, research, or scientific roles**.



Typically, resume is **1-2** pages long while CV can be **2-3** pages or more.

YOUR NAMEHERE

PERSONAL DATA

PLACE AND DATE OF BIRTH: Someplace, Italy | dd Month 1912
ADDRESS: CV Inn 19, 20101, Milano, Italy
PHONE: +39 123 456789
EMAIL: name.surname@gmail.com

WORK EXPERIENCE

Current
JAN 2009 Trader at ENOI s.p.a., Milan
Physical Natural Gas Trading
Provided analysis of spreads, in particular time and location spreads, with emphasis on trading opportunities on the curve, also taking into account the availability of storage fa

JUL-OC

SUMMER

EDUCA

JULY 2008

JULY 2006

FALL 2005

JULY 2003

FALL 2005

JULY 2003

SEPT. 2006

JUNE 2006

SCHOL

ITALIAN

ENGLISH

FRENCH

LANGU

ITALIAN Mother tongue
ENGLISH Fluent
FRENCH Basic Knowledge

INTERNATIONAL CERTIFICATES AND AWARDS

SEP 2006 Scholarship for graduate students with an outstanding curriculum (€ 30,000)

JUN 2006 GMAT®: 730 (930cv: 99) 98th percentile
AWA: 6.0/6.0 (89th percentile)

COMPUTER SKILLS

Basic Knowledge: PHP, MySQL, HTML, ACCESS
LINUX, ubuntu, ITIX

Intermediate Knowledge: VBA, Excel, Word, PowerPoint

WORK EXPERIENCE

Current, from JAN 2009

Trader at ENOI s.p.a., Milan
Physical Natural Gas Trading

- On-screen Trading via Brokers platform on the near curve for all major European Natural Gas Hubs (NBP - UK, TTF - NED, NCG - GER, PSV - ITA, PEGN - FRA)
- Focus on Front Month/Season. Average Deal Size: \$ 300k
- Hedging of gas/oil/fuel/oil/brent-based gas formulas (e.g. ENI GAS RELEASE ID and FX exposure to USD and GBP)
- Pricing of Time and Location Swaps, Flexibility Options, Storage and Portfolio Optimizations for long term Gas Supply Contracts

JULY 2008 - OCT 2008
Junior Trader at LEHMAN BROTHERS, London
Commodities Structured Trading

- Risk Assessment of Greeks on Portfolio of Exotic Derivatives with oil/refined products, agriculturals, metals as underlyings
- Managed Blotter and Secondary Trades on Structured Notes
- Lined with Middle Office, Sales and Structuring for bookkeeping

SUMMER 2007
Summer Intern at LEHMAN BROTHERS
Capital Markets

- Received pre-placed offer from the Commodities Exotics Trading Desk
- Rated "truly distinctive" for Analytical Skills and Teamwork

PERSONAL DATA

Mynameis Jack

Born in Matera, Italy November 13, 1984
+39 345 6619194
alessandro.plasmati@gmail.com

EDUCATION

JULY 2008 Master of Science in FINANCE
Bocconi University, Milan
110/110 summa cum laude
Major: QUANTITATIVE FINANCE
GPA: 28.62/30

JULY 2006 Undergraduate Degree in LAW and BUSINESS ADMINISTRATION
Bocconi University, Milan
110/110 summa cum laude
GPA: 29.85/30

FALL 2005 Exchange Semester at
University of Southern California
Los Angeles

JULY 2003 **Liceo Classico "E. Duni"**
Matera
Final Grade: 100/100

LANGUAGES

ITALIAN Mother tongue
ENGLISH Fluent
FRENCH Basic Knowledge

INTERESTS AND ACTIVITIES

Technology
Open Source
Programming
Paradoxes in Decision Making
Psychoanalysis
Behavioral Finance
Football
Travelling

Interactive Activity

- Take a moment to review and identify at **least 3** things that make Alex's resume great.
- As you review the resume, imagine you are the hiring manager and think about what would impress you.
- At the end of the presentation, you will know if you were able to identify the right things.

Alex Jojo

Project Manager

+234 123 456 789

Abuja, NG

Alexj@email.com

EDUCATION

Computer Engineering, Federal University

First Class
Student Union Governor

TECHNICAL SKILLS

- Project Management: Agile (Scrum) Methodologies, Jira
- Microsoft Office: Excel, PowerPoint
- Ai Tools: Canva, ChatGPT, RunwayML, UiZard

SUMMARY

I am an efficient self-starter eager to apply my experience where I can grow under the direction of a seasoned PM. I am motivated to increase my skill set while offering meaningful contributions with my AI and Project Management abilities.

WORK EXPERIENCE

Project Manager 2024 - PRESENT
Waga, Remote

- Managed the development of an app (VacAI) that automatically vacations for users
- Teamed up with a data scientist and 2 software developers to collaborate on project implementation
- Conducted detailed research, created schedules, and owned project development from ideation of features to development

Junior Project Manager 2021 - 2023
ABC Firm, New York, USA

- Acted as the liaison between product, IT, and sales teams to understand customer demand for new features and prioritize the product roadmap for the internal tooling team
- Owned the project schedule and met 100% of feature deadlines by proactively identifying and mitigating any engineering roadblocks
- Developed an internal tool to streamline the process of onboarding new third-party vendors, reducing costs by \$115K annually

Project Manager Intern 2020 - 2021
1-Inc, Abuja, NG

- Worked within an agile team and helped prioritize and scope feature requests to ensure that the biggest impact features were worked on first
- Built extensive test coverage for all new features, which reduced the number of customer complaints by 17%
- Debriefed with project team to review goals, completed projects, and steps to drive KPIs 90% or higher

VOLUNTEER WORK

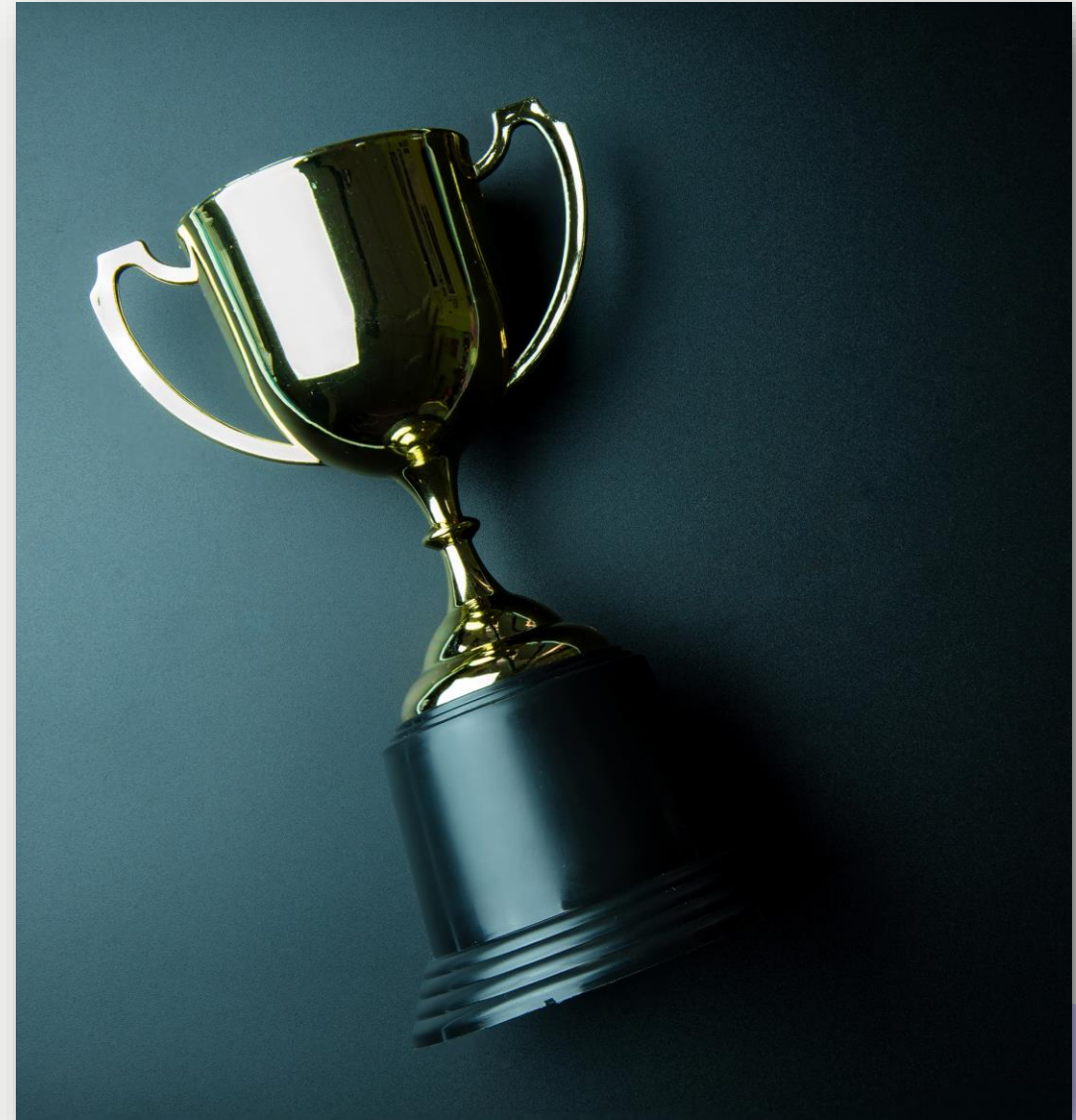
Through my volunteer work on a community project, I had the opportunity to empower 100 young girls in the Northern region of Nigeria with essential digital skills.

Royal Rumble Challenge

Level 1

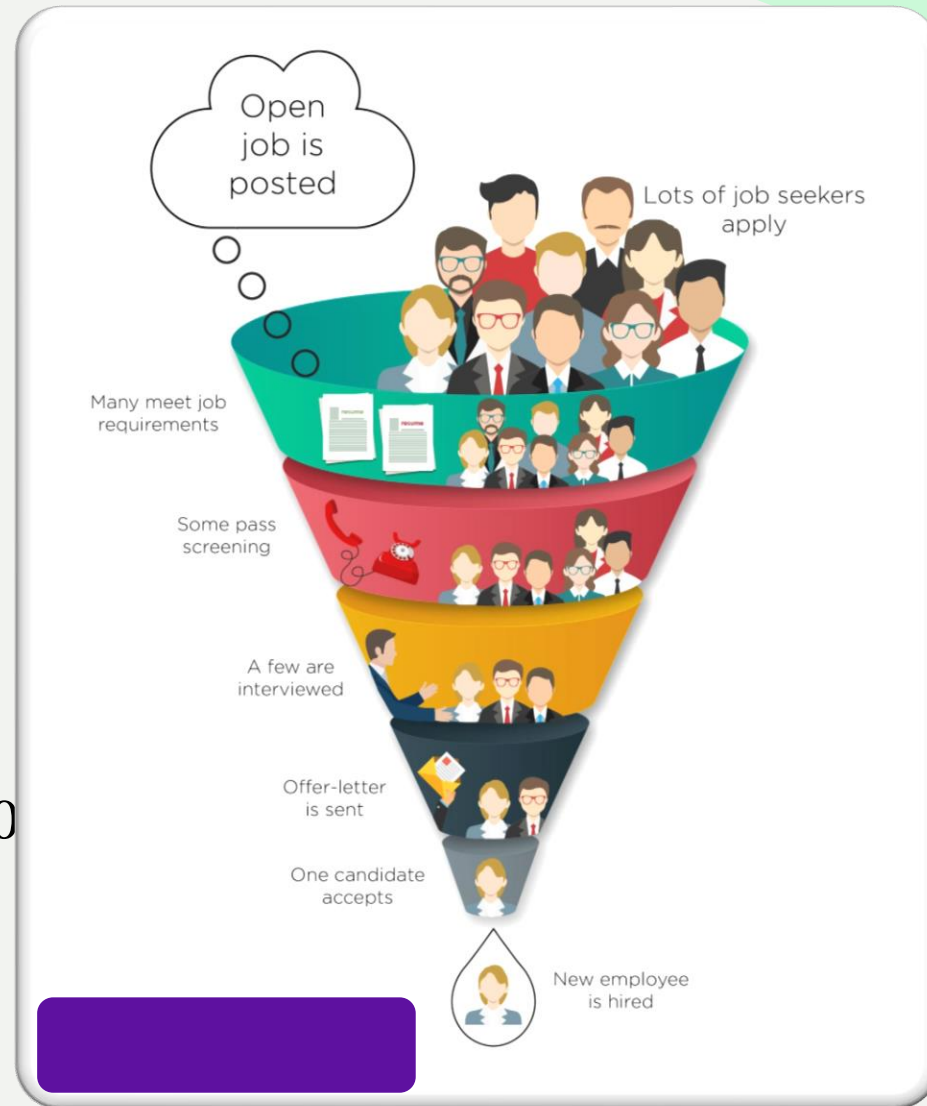
Do you have a soft copy of your
resume?

If yes, welcome to level 2.
If no, sorry it all ends here!



Important Statistics about Resumes

- A single job opening gets an average of 250 applications
- More than 80% of resumes don't make it past the initial screening.
- 1 in 10 resumes gets to a hiring manager.
- Less than 3% of resumes submitted result in a job interview.
- About 25% of resumes make it through the Applicant Tracking Systems (ATS)
- The ideal word count for a resumé is between 475 and 600 words.
- More than 77% of resumes submitted for a job opening don't fit the position criteria.





Are these statistics startling?

Why do you think your resume might not make it to the hiring manager or result in an interview?

Let's find out



Are you guilty of any of these?

- Missing target keywords that an ATS is automatically looking for.
- No match with the job position criteria.
- Vague work description that do not demonstrate the impact you contributed to your past organisations.

The purpose of a resume is not to provide a complete overview of our professional history but **to convince employers that we are worth the interview.**

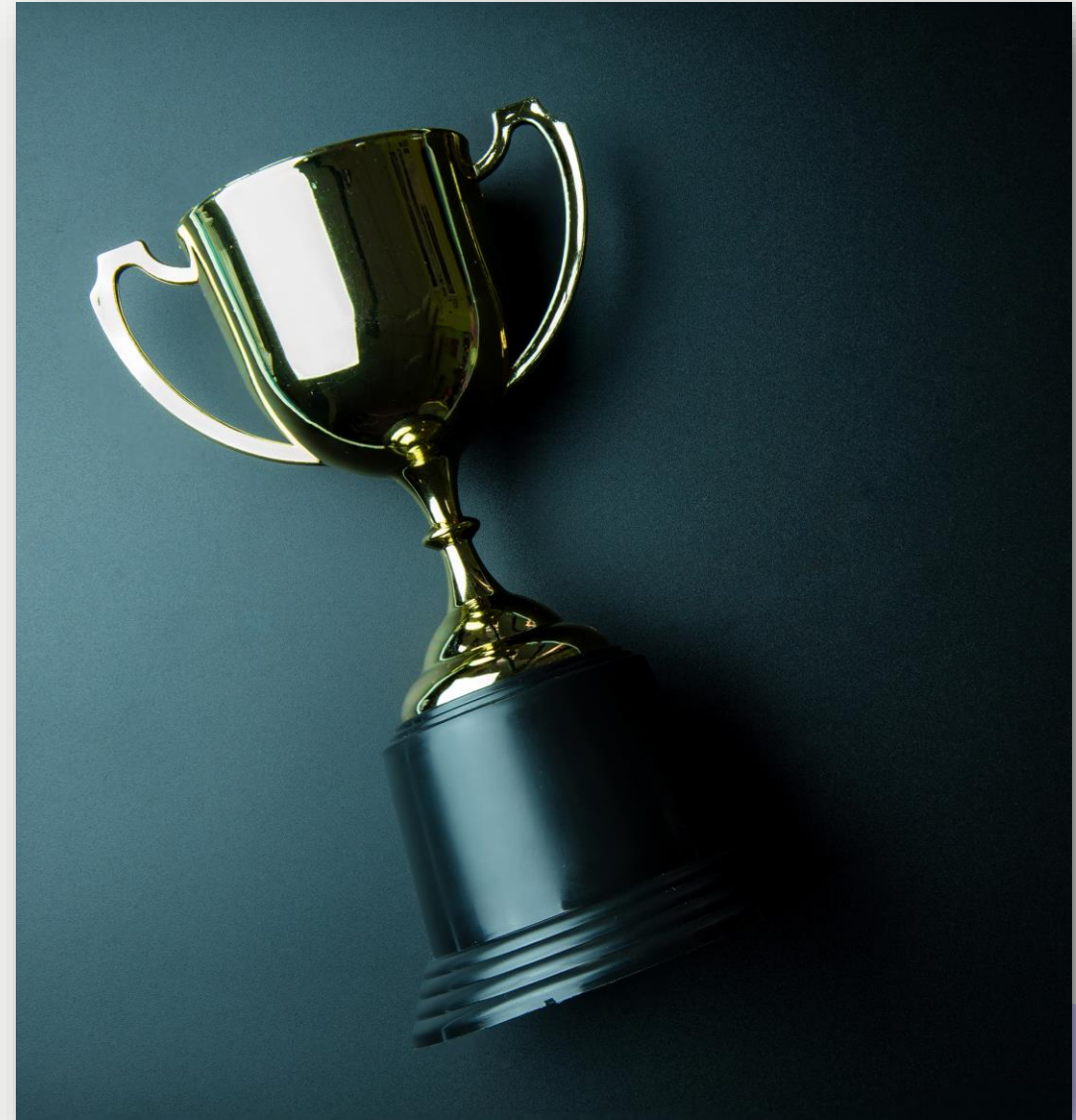
Hence, we are to highlight the skills and experience we have that are most relevant to the job opening.

Royal Rumble Challenge

Level 2

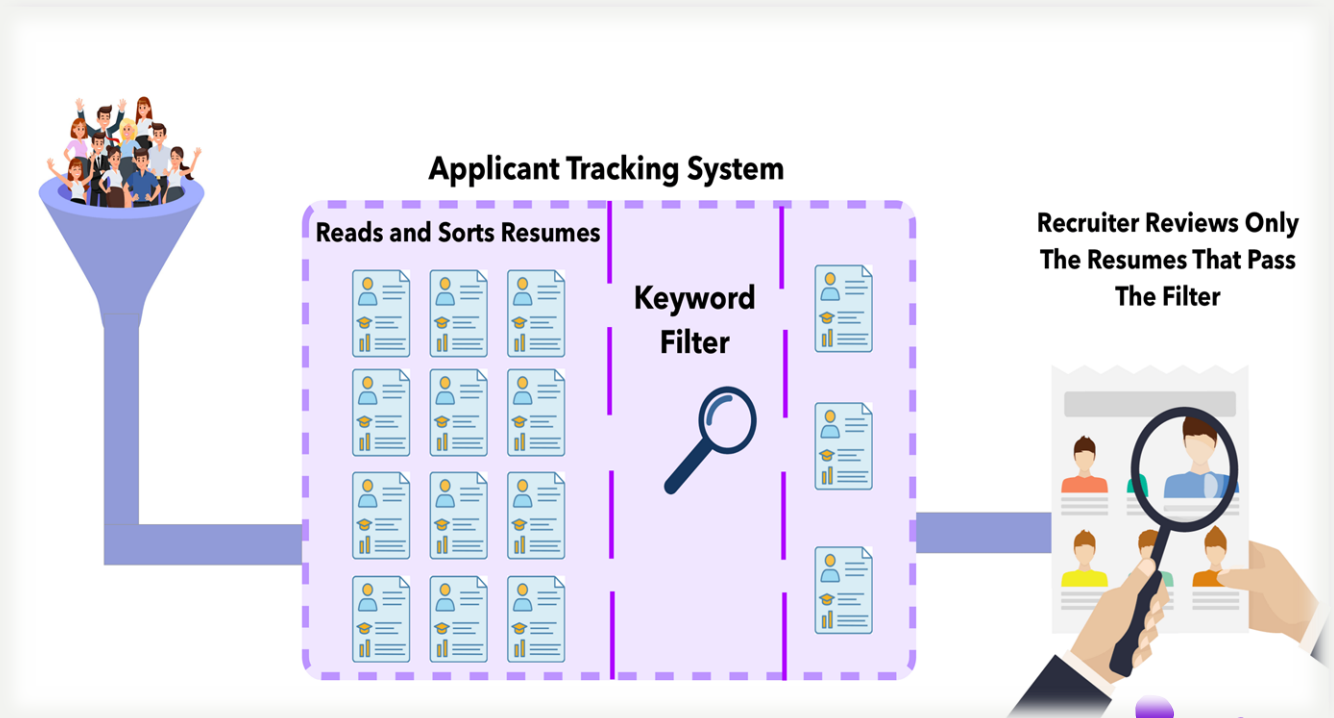
Do you have two copies of your resume tailored to different roles?

If yes, welcome to level 3.
If no, sorry you have to go!



Applicant Tracking System (ATS)

- An AI solution that automates some of the screening processes for recruiters.
- To sort, scan, collect, and rank the job applications they receive for the job posting.
- Writing an ATS-friendly resume is important to increase chances.



How to Write an ATS Friendly Resume

- Do not put important **contact details** in the **footer or header** of your resume.
- Optimise your resume with **keywords**: in resume summary, list your **strongest hard and soft skills** and **demonstrate** within your work experience or education sections how your skills are applied.
- Avoid **images, graphics, and charts**: embedded graphics can be completely removed from your application after passing through the ATS.
- Stick to **simple bullet points**. Elaborate symbol may get scrambled. Stick to solid circles, open circles, or square bullet points.

Common Resume Mistakes

- **Uninspired Work Experience**

- This “work experience” section is the most important section of your resume! It can effectively prove that you have the right experience and level of competence to do the job. It should be data backed.
- “Ran Google Ads campaigns, generating over 200 leads per month for our in-house software”- *Good*

Telecommunications Sales and Installation - 2009 to 2012

- Lead Generation
- Offered Multiple Products from Multiple Companies
- Designed and Printed my own Sales Material
- Hired and Managed Employees
- The only Sales Rep Authorized by Avenue Broadband to Install his own Sales
- Quickly Mastered Handling Customers at Home, in the Office, and on the Phone

Common Resume Mistakes

- **Wrong Design and Layout**
- Don't make the same mistake! Make sure to do the following:
- **Font size:** 12 pts
- **Line spacing:** between 1 and 1.5 to save some space.
- **Section headers:** use headers for the section titles instead of using the same font size and bold.

OBJECTIVE
A challenging position in the graphic design field that utilizes my experience, education and creativity to help the company grow and succeed.

SUMMARY OF SKILLS AND QUALIFICATIONS

- Experience designing advertising and marketing materials for a variety of projects including logos, brochures, packaging, advertising, signage and websites
- Excellent ability to communicate and work in a team setting - derived from current freelance projects
 - Thorough knowledge and understanding of prepress and the offset printing process
 - Experienced illustrator with strong watercolor, oil painting, and colored pencil skills
 - Able to work directly with clients to discuss ideas and solutions to their needs

SOFTWARE KNOWLEDGE

- Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Acrobat, GoLive, Word, PowerPoint, and Excel
- Tech-savvy, comfortable, and up-to-date with current online design and media trends and interfaces

EDUCATION
Associate of Applied Science, Graphic Design
Western Technical College, La Crosse, Wisconsin
Graduated with highest honors. GPA 3.8.

- Hardware experience: Mac and PC computers, flat-bed color scanners, digital photography, B/W and color printers, large format printing, working on servers and networks, prepress and film imaging equipment (Xitron Xenith 4 PDF Workflow Solution), offset printing presses, bindery and finishing machinery, and electronic paper cutters.

WORK EXPERIENCE

Assistant Manager, Meat Department
Quillin's, La Crosse, Wisconsin. 2007–present

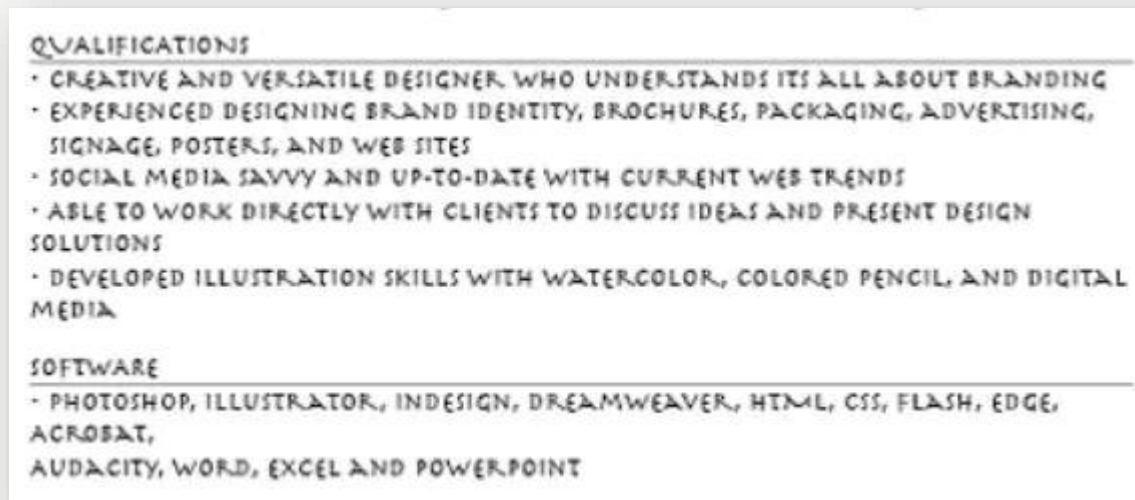
- Assisted Meat Department Manager with all daily responsibilities
- Inspected and signed for deliveries in manager's absence (5–10 times per week)
- Direct customer service (dealt with approx. 50 customers per day)
 - Trained and mentored all new employees (30 to date)

Graphic Designer and Publication Artist
The Zeal, La Crosse, Wisconsin. 2006–2007

- Designed and produced the monthly school newspaper (20 issues total)
 - Consistently met our monthly design and printing deadlines
- Redesigned the logo and format to update the look and follow industry trends

Common Resume Mistakes

- **Unprofessional Fonts**
 - This resume is not only hard to read but also looks very unprofessional. Recruiters will simply assume that you are not serious about the job.
 - Stick to resume-friendly fonts like **Times New Roman, Arial, and Roboto**.



Common Resume Mistakes

- **Too Many Graphics**
 - Creativity has a limit. Do not overuse!
 - When you overuse graphics like this resume, it can distract recruiters from what really matters on your resume.



PROFILE

Sales Maestro with more than 10 years experience in retail environments. Recognized for my ability to close deals, provide excellent customer service, and generate cold hard cash. Hire me to boost your company and get the job done.

CONTACT

PHONE:
678-555-0103

EMAIL:
TheHamMan@hotmail.com

HOBBIES

Jiu-jitsu
Philosophy



HAM DUGO

HAM DUGO

Sales Associate

EDUCATION

University of Phoenix – Tempe, AZ
Graduated 2008
AS in Business Administration
President of Jiu-jitsu Club

WORK EXPERIENCE

Walmart Sales Associate
2015–Present

- Help like 50 customers per day by answering questions and helping them find products
- Recommended advanced merchandise display techniques to management, which were implemented and resulted in better sales
- Close roughly \$500 in sales every week
- Named "Employee of the Month" 4 separate times

ZARA Sales Associate
2008–2015

- Stocked and organized inventory with accuracy and efficiency
- Personally broke state-wide records for the number of bootcut jeans sold
- On average, sold more than \$1,500 in merchandise each week
- Once convinced a Chechen businessman to buy our entire collection of button up shirts

SKILLS

MS Office	35%
Italian language	15%
Keeping it cool	100%
Sales	100%
Customer service	90%

Common Resume Mistakes

- **Unimpressive Resumé Summary**
- The resume summary is the first thing recruiters see when looking at your resume!
- If the summary matches what they're looking for, they will read the rest of your resume. If not, they will likely move on to the next resume!

(xxx) xxx-xxxx

email@email.com

QUALIFICATIONS SUMMARY

Looking to obtain a position as a software engineer and apply my many years of experience and skills.



Correct Example

Professional [marketer](#)
[manager](#) with 5+ years of
experience in digital
marketing. Social media
marketing experience,
including Facebook, Google,
and LinkedIn advertising.
Experience in managing a
Google Ads account with a
monthly spend of \$30,000.
B.A. in marketing
management.



Incorrect Example

Journalist looking to work for
your newspaper and put
extensive journalistic
experience to use. Passionate
about investigating and
amazing with words.

How to Make Your Resume Stand Out

- Use consistent **layout and formatting**.
- **Use bullet points:** (Minimum of 3 points per experience).
- **Start with action verbs:** For example: achieved, executed, led, strategized, explained, influenced, etc. Avoid diminishing verbs.
- **Highlight your achievements:** Don't just list your duties in the company. Highlight the impact of what you did. Be specific.
- **Use the Challenge Action Results (CAR) statements:** Start by highlighting the challenge, your actions to address it, and the impact of your actions.



Interactive Activity Review

- 1. Contact Details:** Alex included his contact details so potential employers can easily reach out to him.
- 2. Education History:** He also highlighted his education history.
- 3. Technical skills:** Alex included important technical skills that are needed for his role.
- 4. Summary:** straightforward and shows how motivated Alex is and what he hopes to get from his next experience.
- 5. Work Experience:** Alex's work experience started with a verb and highlights his major achievements. It is formatted using bullet points.

Alex Jojo
Project Manager

+234 123 456 789
Abuja, NG
Alexj@email.com

EDUCATION
Computer Engineering, Federal University
First Class
Student Union Governor

TECHNICAL SKILLS

- Project Management: Agile (Scrum) Methodologies, Jira
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VOLUNTEER WORK
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AI For *Analysing and Updating Your Resume*

teal 

Resume Builder: Introduction

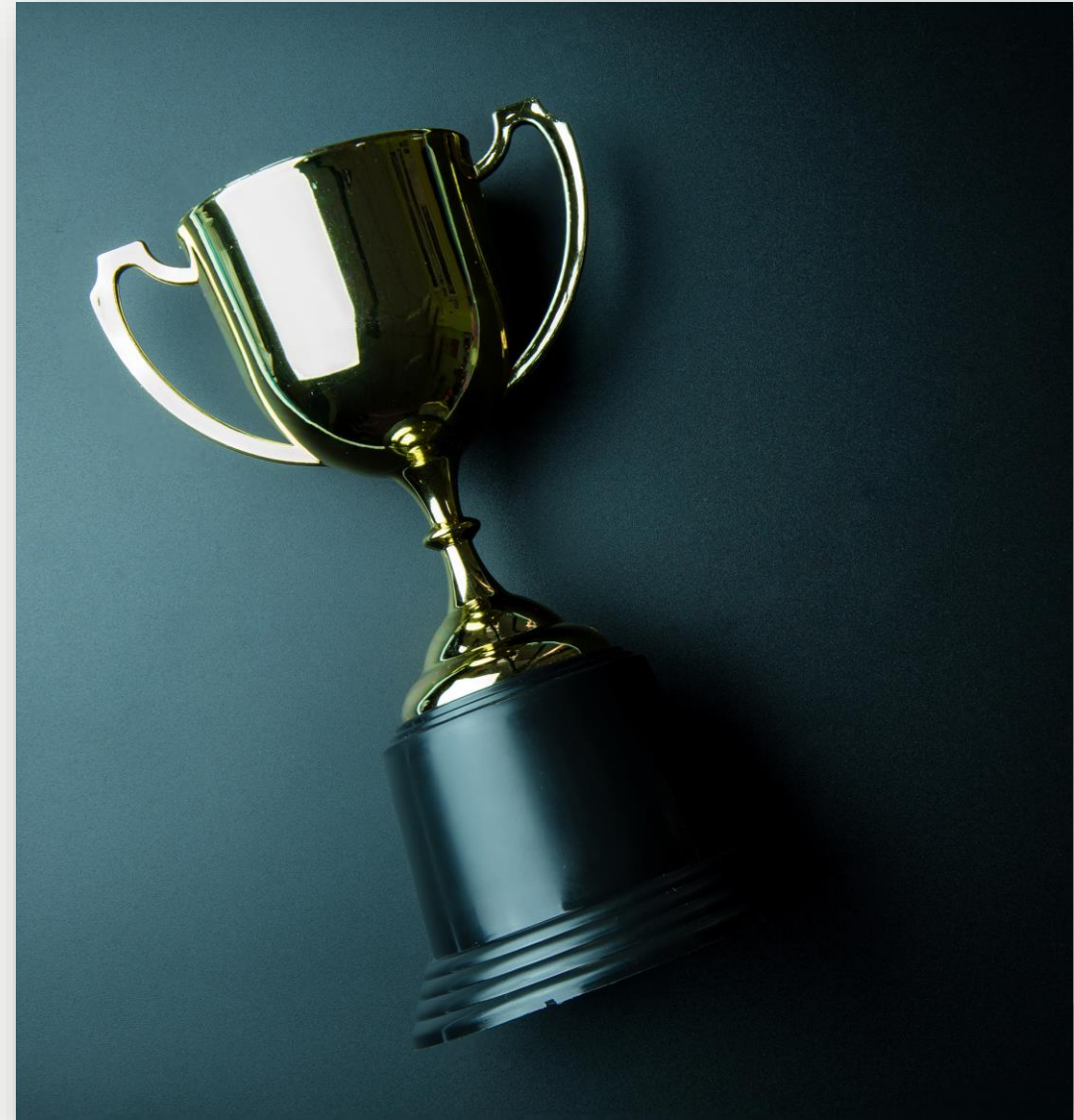
Royal Rumble Challenge

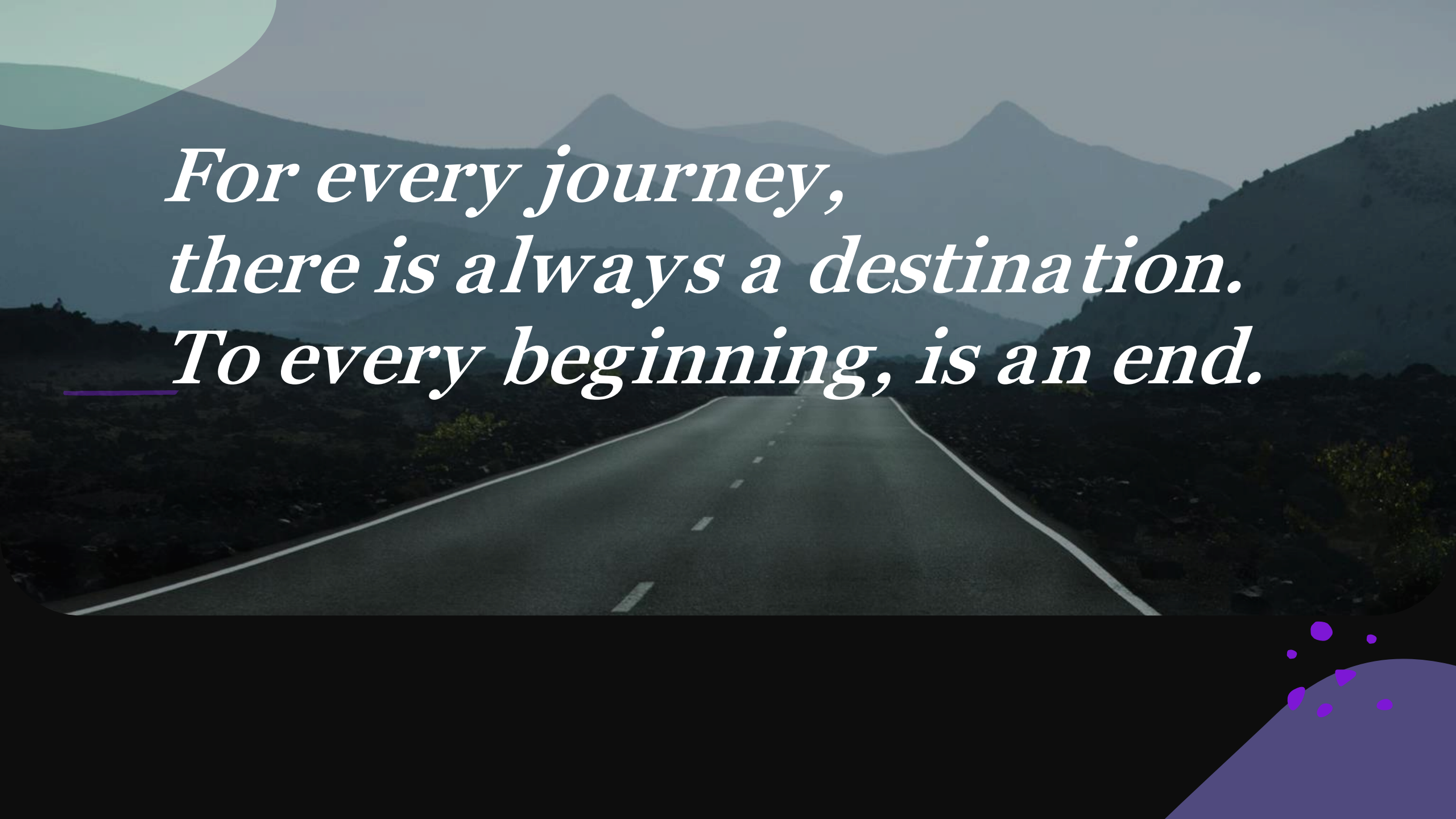
Level 3

Does your resume score above 50
on ATS screening?

If yes, do you have the highest
score?

If yes, congratulations! You just hit
the jackpot!





*For every journey,
there is always a destination.
To every beginning, is an end.*

Grateful for...

- **Hands-on experience:** applying different frameworks to real-world problems.
- **Communication and Collaboration:** cross-functional collaboration , proactive communicator.
- **Emotional Intelligence:** became more self aware, self regulated and empathetic.
- **Navigating Corporate Dynamics:** understood corporate dynamics and prioritizing tasks in a fast-paced environment.
- **Data Wrangling:** I have honed my skills in transforming raw data into usable format using Microsoft Excel.
- **Voice:** ability to express myself always and make my opinion known.
- **Writing:** improved my writing skills tremendously (Proposal, Report, Communique).
- **Presentation:** platform to deliver impactful presentation.

So far...

- Improved recruitment process and data protection
- Introduced agile framework and project management software.
- Provided 5 Resources for better work delivery (Ilovepdf, Microsoft365, Canva Pro, Quillbot Premium)
- Mentored over 6 industrial training students across 5 universities.
- Delivered 7 impactful presentations on self and professional development.
- Facilitated 4 in-house trainings on PowerBI, Canva, Microsoft365, Zotero, Crafting ATS Friendly Resume using Tealhq and Ehancv.

Finally...

- It has been an honor and a privilege to be part of ADSR and I'm grateful for the **mentorship, resources, and opportunities** ADSR has provided, which have truly shaped my professional development.
- I look forward to staying in touch and potentially collaborating with ADSR in the future.
- Thank you all for your support, guidance, and friendship.

Thank You All

