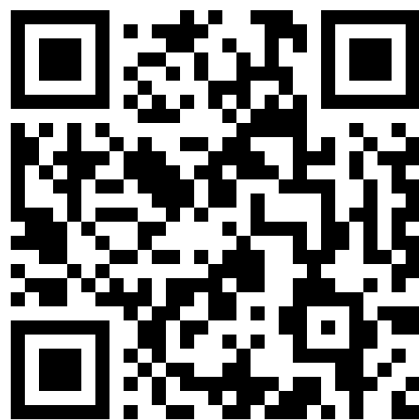# RESUME STUDIO

UK Pigman
College of Engineering
Career and Co-op Center

- Knowing Your Value • Crafting Your Resume •
- Interview Prep • Getting Experience •
- Evaluating/Negotiating Full Time Job Offers •

MONDAY
SEPT. 15
4 P.M. - 7 P.M.

Gatton Student Center
Grand Ballrooms

CIVIL ENGINEERING CAREER EXPO

TUESDAY
SEPT. 16
2 P.M. - 6 P.M.
Gatton Student Center
Grand Ballrooms

ENGINEERING & COMPUTER SCIENCE
CAREER FAIR

CAREER FAIR PREP WORKSHOPS

RESUME STUDIOS

CAREER CATALYST WORKSHOP - INTERVIEWS

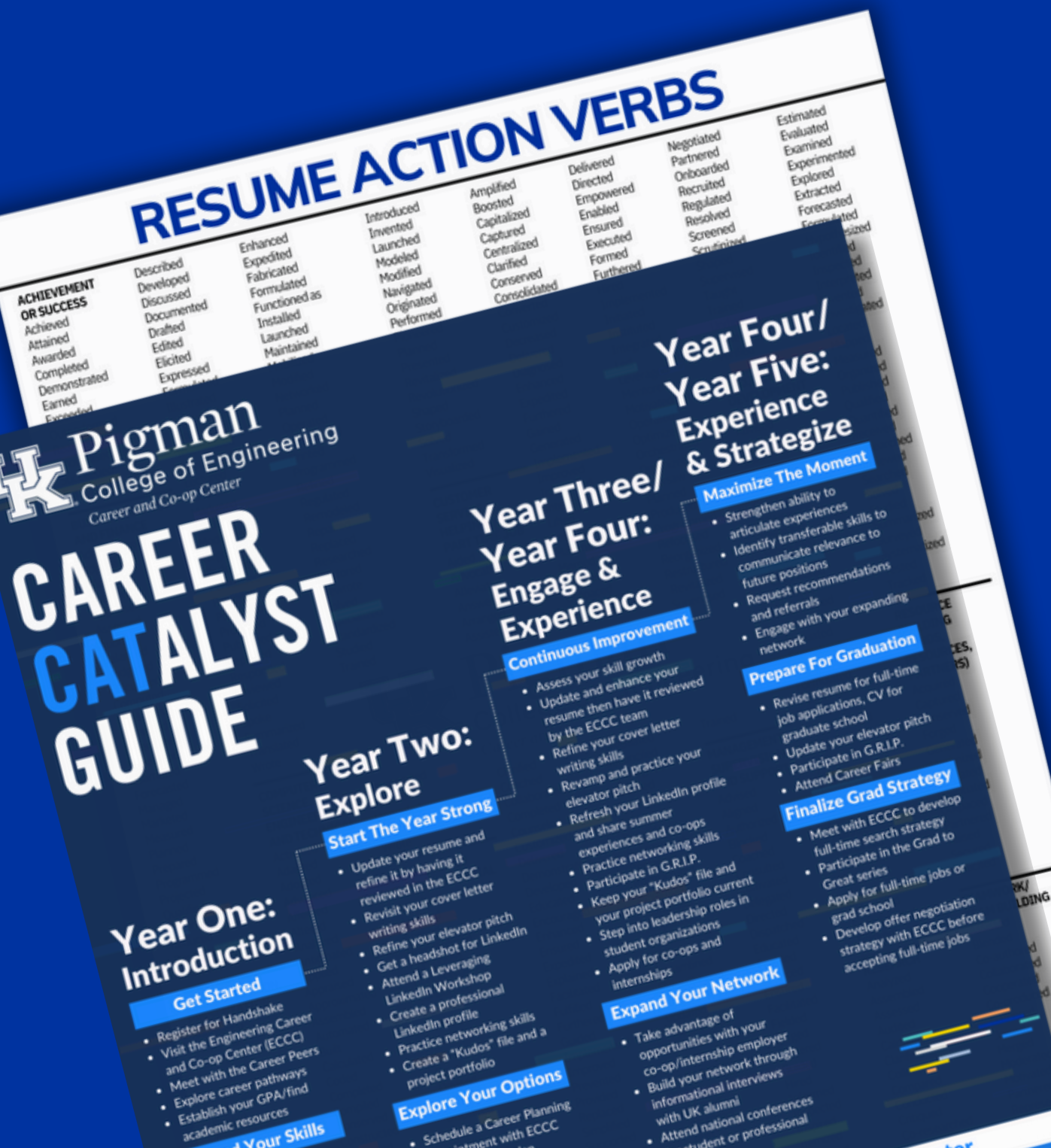STRESSED ABOUT THE CAREER FAIRS?

We've Got You Covered!

G.R.I.P. DAY 1 20 MIN. RESUME REVIEWS

G.R.I.P. DAY 2 45 MIN. INTERVIEW PRACTICE

CAREER PEER DROP-IN HOURS

FIND ALL OUR CAREER AND CO-OP CENTER RESOURCES HERE

PigmanCareers.uky.edu

RESUMES

You have unique selling points, transferrable skills, and developing technical skills. Once you learn how to get that down on paper in a way that showcases your "brand" and markets what you have to offer in a compelling way, future updates become easier!

RESUME FORMAT

Resumes aren't cookie cutter documents, but they do have common formats that insure that they are easy to read.

FONT CHOICE

Stick with common fonts. Do NOT use *a fancy font!*

FONT SIZE

12 - 10 is fine. But do not go smaller than font size 10.

MARGINS

Margins should never be less than 0.5.

THINGS TO AVOID WITH RESUMES

- **HEADSHOTS - NO. Some companies will not consider resumes with photos.**

- TEMPLATES from Word, Google, etc. - they look nice but usually do not handle formatting changes well.

- TEXT BOXES - these don't alway play well with Applicant Tracking Software portals

- COLUMNS - These usually take entirely too much valuable white space

- COLOR - Stick with black/white. If you must add color, only use one color as an accent.

Molly M. Engineer

New York, NY | 123-456-7890 | first.last@getTHEjob.com | linkedin.com/in/MollyEngineer

EDUCATION

UNIVERSITY OF KENTUCKY   Lexington, KY
Bachelor of Science in Electrical Engineering   Expected May 2022
Minor in Computer Science
Cumulative GPA: 3.93/4.0; Dean's List All
Relevant Coursework: Electrical Engineering, Digital Electronics, Logic Design, Power System Analysis

DUBLIN CITY UNIVERSITY   Dublin, Ireland
Study Abroad Program in Electrical Engineering   Jul 2018 - Jul 2019

WORK EXPERIENCE

ACME & CO. (8-employee venture-backed recruitment startup)   New York, NY
Electrical Engineer Intern   Jun 2021 – Sep 2021
- Performed analysis on product performance, provided recommendations that improved product performance by 10%.
- Assisted two engineers in developing engineering solutions, which reduced company costs by 15%.
- Ran weekly tests and validity checks on data, equipment, and software, reducing error rates by 12%.

GROWTHSI   New York, NY
Electrical Project Engineer Intern   Jun 2020 – Sep 2020
- Worked with 3 senior electrical engineers to design PV systems that converted sunlight into electricity, reduced costs by 45%.
- Designed and sized solar PV systems for over 30 customers using AutoCAD to generate detailed computer drawings.
- Conducted efficiency/price comparisons, provided recommendations that increased efficiency by 15% and cut costs by 25%.

VOLUNTEERING & UNIVERSITY PROJECTS

COMMUNITY PROJECT   Feb 2020
- Installed 20+ solar panels on 20+ local homes and businesses, reducing electrical costs by 30%.
- Ran diagnostics on 5+ businesses and provided recommendations that improved electrical efficiency by 15%.

ELECTRICAL ENGINEERING PROJECT   Jan 2020
- Researched and designed a solar-based swimming pool heating system. Presented to 6 college board members that approved the plan and cut amenity electrical costs by 20%.

ACTIVITIES

INTERNATIONAL ELECTRICAL ENGINEER SOCIETY   Boston, MA
Head of Events   Sep 2020 – Present
- Founded the first-ever Electrical Engineering Series to organize hands-on training for 200+ students
- Organized and advertised 5+ quarterly networking events with 200+ participants, securing jobs for 60% of attendees.

ELECTRICAL ENGINEER CLUB   Boston, MA
Committee Member   Jan 2020 – Present
- Designed RFID-based prepaid energy meter with a team of 10 that the university uses today.

ADDITIONAL

Technical Skills: Energy Efficiency, C++, Microsoft Access, Electrical Design, Power Systems
Languages: Fluent in French, English; Conversational Proficiency in Italian, German
Certifications & Training: Online Course in Project Management (Coursera), Passed Resume Worded examinations

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RESUME SECTIONS TO INCLUDE

TOP OF RESUME = vital contact info

EDUCATION SECTION

EXPERIENCES SECTION(S)

SKILLS/ACTIVITIES/ADDITIONAL SECTIONS

TOP SECTION

- **NAME: First Name, Middle Initial, Last Name - make it BIG (YOU are the headline!)**
- **CONTACT INFO:**
  - **cell phone: make sure to set up voicemail greeting (delete messages)**
  - **email address**
  - **city and state**
  - **OPTIONAL: linkedin url**
    - **(customized with your name)**

Molly M. Engineer

New York, NY | P: +44 123456789 | first.last@getTHEjob.com | linkedin.com/in/MollyEngineer

EDUCATION

UNIVERSITY OF KENTUCKY   Lexington, KY
Bachelor of Science in Electrical Engineering
Minor in Computer Science   Expected May 2022
Cumulative GPA: 3.93/4.0; Dean's List All
Relevant Coursework: Electrical Engineering, Digital Electronics, Logic Design, Power System Analysis

DUBLIN CITY UNIVERSITY   Dublin, Ireland

EDUCATION SECTION

EDUCATION

- List your education in reverse chronological order
- Degree (can be listed several ways)
- Expected Graduation Date
- GPA if 3.0 or higher
- Minors
- Relevant coursework

FIRST LAST

New York City, NY • first.last@resumeworded.com • (212) 123-4567 • linkedin.com/in/username

EDUCATION

University of Kentucky College of Engineering   Lexington, KY
Bachelor of Science in Computer Science   EXPECTED May 2025
Major in Computer Science; Minors in Mathematics
GPA: 3.5/4.0 [Optional, only include if impressive]
Relevant Coursework: Software Engineering; Operating Systems; Algorithms; Artificial Intelligence

EXPERIENCE SECTIONS

Headings and categories will change each semester to showcase growth, experience, etc. Your resume will look different than your friend's resume!

HEADINGS MAY BE ANY COMBINATION OF THE FOLLOWING:

- WORK EXPERIENCE
- ENGINEERING EXPERIENCE
- RESEARCH EXPERIENCE
- LEADERSHIP EXPERIENCE
- UNIVERSITY PROJECTS

ADDITIONAL SECTIONS

SKILLS AND OTHER RELEVANT SECTIONS

With each year in school, you will have more information to add - it can be challenging to get everything on one page. Consider consolidating valuable information into space-saving horizontal lists.

- Technical Skills
- Programming Languages
- Certifications
- Honors and Awards
- Activities
- Languages - fluent in German, conversational in Turkish

ADDITIONAL

Technical Skills: Energy Efficiency, C++, Microsoft Access, Electrical Design, Power Systems
Languages: Fluent in French, English; Conversational Proficiency in Italian, German
Certifications & Training: Online Course in Project Management (Coursera), Passed Resume Worded examinations

WRITING YOUR RESUME

- **Bullet points are an effective way to showcase your experience.**

- Details are important and paint a vivid picture

- Avoid "I" or first person

- Start with STRONG Action Verbs

  - Designed, Led, Analyzed, Researched

  - Never use "responsible for"

ED & CO. (8-employee venture-backed recruitment sta
neer Intern
ed analysis on product performance, provided recommendations t
ted two engineers in developing engineering solutions, which reduced
n weekly tests and validity checks on data, equipment, and software, red

ROWTHSI
Electrical Project Engineer Intern
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  25%.

VOLUNTEERING & UNIVERSITY PROJECTS

COMMUNITY PROJECT
- Installed 20+ solar panels on 20+ local homes and businesses, reducing el
- Ran diagnostics on 5+ businesses and provided recommendations that imp

ELECTRICAL ENGINEERING PROJECT
- Researched and designed a solar-based swimming pool heating system. Pr
  the plan and cut amenity electrical costs by 20%.

ACTIVITIES

RESUME WORDED ELECTRICAL ENGINEER SOCIETY
ead of Events

CRAFTING BULLET POINTS

ACTION VERB

Use a STRONG ACTION VERB

+

CONTEXT

What you did and how you and how you did it

+

RESULT

What happened as a result

PROFESSIONAL EXPERIENCE

Company A   Location

Job Title   Duration (Month -Month Year)
   • Verb + Context (what you did and how you did it) + Result
   • Verb + Context (what you did and how you did it) + Result
   • Verb + Context (what you did and how you did it) + Result

Company B   Location

Job Title   Duration (Month -Month Year)
   • Verb + Context (what you did and how you did it) + Result
   • Verb + Context (what you did and how you did it) + Result
   • Verb + Context (what you did and how you did it) + Result

Action Verb Examples

ACHIEVEMENT OR SUCCESS
Achieved
Attained
Awarded
Completed
Demonstrated
Earned
Exceeded
Outperformed
Reached
Showcased
Succeeded
Targeted

BUSINESS, DATA, AND FINANCE
Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Retrieved

COMMUNICATION, PRESENTATION
Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Briefed
Campaigned
Clarified
Co-authored
Collaborated
Communicated
Composed
Conferred
Contacted
Conveyed
Convinced
Corresponded
Counseled
Critiqued
Debated
Defined
Described
Developed
Discussed
Documented
Drafted
Edited
Elicited
Expressed
Formulated
Illustrated
Instructed
Interpreted
Interviewed
Introduced
Lectured
Lobbied
Marketed
Mediated
Moderated
Negotiated
Performed
Persuaded
Presented
Promoted
Proposed
Publicized
Reported
Responded
Reviewed
Solicited
Spoke
Summarized
Translated
Wrote
Drafted

COMPUTER SCIENCE, ENGINEERING, AND TECHNICAL
Activated
Adapted
Adopted
Advanced
Affected
Altered
Analyzed
Anticipated
Applied
Appraised
Approximated
Assembled
Automated
Built
Calculated
Coded
Completed
Compiled
Conserved
Constructed
Converted
Created
Debugged
Deployed
Constructed
Converted
Created
Debugged
Deployed
Detected
Designed
Determined
Developed
Devised
Diagnosed
Discovered
Engineered
Enhanced
Expedited
Fabricated
Formulated
Functioned as
Installed
Launched
Maintained
Mobilized
Modified
Networked
Planned
Operated
Overhauled
Printed
Programmed
Refined
Regulated
Remodeled
Repaired
Replaced
Researched
Restored
Rewrote
Solved
Specialized
Standardized
Studied
Trained
Transported
Updated
Upgraded
Utilized
Wrote

Action Verb Examples

CREATIVE AND ENTREPRENEURIAL

Acted
Adapted
Applied
Brainstormed
Composed
Conceptualized
Condensed
Created
Curated
Customized
Designed
Developed
Devised
Directed
Displayed
Entertained
Established
Formalized
Formed
Formulated
Founded

Illustrated
Improvised
Incorporated
Influenced
Initiated
Instituted
Introduced
Invented
Launched
Modeled
Modified
Navigated
Originated
Performed
Pioneered
Planned
Presented
Revitalized
Revolutionized
Shaped
Storyboarded
Solved
Transformed

Visualized

CUSTOMER SERVICE, HELPING, PART TIME JOB

Actualized
Accomplished
Administered
Aided
Assisted
Implemented
Completed
Developed
Enforced
Executed
Fulfilled
Achieved
Advanced
Amplified
Boosted
Capitalized
Captured

Centralized
Clarified
Conserved
Consolidated
Converted
Customized
Decreased
Deducted
Delivered
Diagnosed
Enhanced
Expedited
Furthered
Gained
Generated
Implemented
Improved
Influenced
Integrated
Lifted
Lessened
Maximized
Merged

Modified
Outpaced
Overhauled
Negotiated
Reconciled
Redesigned
Reduced
Refined
Refocused
Rehabilitated
Remodeled
Reorganized
Replaced
Restructured
Revamped
Revitalized
Simplified
Standardized
Stimulated
Streamlined
Strengthened
Sustained
Updated

Transformed
Yielded

LEADERSHIP

Advised
Aligned
Arranged
Built
Chaired
Championed
Constructed
Coordinated
Created
Cultivated
Delivered
Directed
Empowered
Enabled
Ensured
Executed
Formed
Furthered
Hired

Implemented
Initiated
Instituted
Integrated
Led
Leveraged
Mentored
Motivated
Operated
Optimized
Orchestrated
Organized
Oversaw
Planned
Produced
Programmed
Refocused
Reorganized
Restructured
Revitalized
Supervised
Trained

MANAGEMENT, SUPERVISION, AND SUPPORT

Advised
Aligned
Authorized
Blocked
Coached
Consulted
Cultivated
Delegated
Directed
Dispatched
Educated
Enabled
Enforced
Ensured
Facilitated
Fielded
Forged
Fostered
Guided
Hired

Action Verb Examples

Informed	Verified	Spearheaded	Forecasted	Systematized	**TEAMWORK**
Inspected			Formulated	Tested	Blended
Inspired	**PROJECT**	**RESEARCH**	Hypothesized	Tracked	Co-authoreed
Itemized	**DEVELOPMENT**	Analyzed	Identified		Collaborated
Mentored	Administered	Assembled	Inspected	**RESOURCE**	Cooperated
Mobilized	Built	Assessed	Interpreted	**BUILDING**	Co-produced
Monitored	Charted	Audited	Invented	**(FUNDS,**	Gathered
Motivated	Created	Calculated	Investigated	**RESOURCES,**	Joined
Navigated	Designed	Clarified	Located	**PARTNERS)**	Merged
Negotiated	Developed	Collected	Mapped	Acquired	Partnered
Partnered	Devised	Compared	Measured	Captured	United
Onboarded	Engineered	Conducted	Organized	Conserved	Wove
Recruited	Formalized	Critiqued	Published	Forged	
Regulated	Formed	Co-researched	Qualified	Generated	
Resolved	Formulated	Detected	Quantified	Maximized	
Screened	Founded	Determined	Received	Navigated	
Scrutinized	Implemented	Diagnosed	Researched	Negotiated	
Shaped	Incorporated	Discovered	Reviewed	Outpaced	
Supervised	Initiated	Evaluated	Searched	Partnered	
Taught	Instituted	Examined	Solved	Raised	
Trained	Introduced	Experimented	Studied	Secured	
Unified	Launched	Explored	Summarized	Solicited	
United	Pioneered	Extracted	Surveyed		

Resume Action Verb List

You Can Find A Copy Of The Action Verb List On Our Website

Resume Format Examples
(Students Without Much Engineering or Computer Science Experience Yet)

Lex I. Ngton

Perrysburg, OH • (419) 123-4567 • first.last@uky.com • linkedin.com/in/username

EDUCATION

UNIVERSITY OF KENTUCKY COLLEGE OF ENGINEERING — Lexington, KY — May 2026
Bachelor of Science in Computer Science
Minors in Consumer Psychology and Mathematics
GPA: 3.5/4.0
Relevant Coursework: Software Engineering, Operating Systems, Algorithms I & II, Artificial Intelligence, Mathematics, Discrete Mathematics, Statistics

PERRYSBURG HIGH SCHOOL — Perrysburg, OH
High School Diploma
GPA: 4.3 Weighted — May 2022
Awards/Activities: Class Valedictorian, Cricket Varsity Captain, California Spelling Bee Finalist (1000+ participants)

LEADERSHIP AND WORK EXPERIENCE

UNIVERSITY OF TOLEDO COLLEGE OF ENGINEERING — Toledo, OH
Undergraduate Research Summer Intern – Computing Lab — May 2024 – Aug 2024
- Overhauled obsolete legacy source code of two production applications, resulting in increased usability and reduced run time performance by 50%
- Led the transition to a paperless practice by implementing an electronic booking system and a faster, safer and more accurate business system; reduced cost of labor by 30% and office overhead by 10%

UNIVERSITY OF KENTUCKY STUDENT INVESTMENT CLUB — Lexington, KY
Treasurer — Aug 2023 - Present
- Founded the first ever 'Business Series' to organize finance training for 500 students
- Organized and advertised 10+ quarterly networking events with 300+ participants in 3 cities in Kentucky

GOOGLE 3-DAY HACKATHON — San Francisco, CA
Team Leader — Jan 2023 – April 2023
- Led team of 4 to design and implement Android application in using Java, PHP, and Angular in 3-day hackathon
- Presented demo and pitch to Google's SVP; awarded First Prize based product quality out of 50+ teams

RW ITALIAN RESTAURANT — Toledo, OH
Assistant Manager — May 2022 - Aug 2022
- Led the transition to a paperless practice by implementing an electronic booking system and a faster, safer and more accurate business system; reduced cost of labor by 30% and office overhead by 10%

SUNSHINE DAY CAMP — Perrysburg, OH
Senior Camp Counselor — May 2021 – Aug 2021
- Led event planning and programmatic implementation for 10 junior counselors to ensure a safe, healthy, and fun atmosphere for special needs/special ability adult campers.
- Provided regular communication to family members in order to allow them peace of mind during their loved one's respite care
- Trained new counselors on safety procedures for special needs/special ability adult campers.

SKILLS AND ACTIVITIES

Technical Skills: Advanced in Java, PHP, JavaScript, HTML/CSS; Proficient in MATLAB; [Add skills from the job description – use Targeted Resume from Resume Worded to help identify the right skills to include]
Languages: Fluent in French, English; Conversational proficiency in Italian, German
Activities: Volunteered 20 hours/month at Alzheimer's Foundation, Varsity Soccer (Supporting Coach)

KEN N. TUCKY

Lexington, KY • first.last@uky.edu • (212) 123-4567 • linkedin.com/in/username

EDUCATION

University of Kentucky College of Engineering — Lexington, KY
Bachelor of Science in Computer Science — EXPECTED May 2026
Major in Computer Science; Minors in Mathematics
GPA: 3.5 [Optional, only include if impressive]
Relevant Coursework: Software Engineering; Operating Systems; Algorithms; Artificial Intelligence

Acme High School — San Francisco, CA
High School Diploma
GPA: 4.5 Weighted — May 2022

PROFESSIONAL EXPERIENCE

Acme International Co. *(8 employee venture-backed consumer software startup)* — San Francisco, CA
Software Engineering Intern — May 2024 – Aug 2024
- Led transition to a paperless practice by implementing an electronic booking system and a faster, safer, more accurate business system; reduced labor cost by 30% and office overhead by 10%
- Overhauled obsolete legacy source code of two production applications, resulting in increased usability and reduced run time performance by 50%
- Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased average app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media

ACTIVITIES AND LEADERSHIP

University of Kentucky Investment Club — Lexington, KY
Head of Events — Sep 2023 – Present
- Founded the first ever Business Series to organize finance training for 500 students
- Organized and advertised 10+ quarterly networking events with 300+ participants in 3 California cities

UK Computing In Retail Society — Lexington, KY
Committee Member — Jan 2023 – Present
- Led the transition to a paperless practice by implementing an electronic booking system and a faster, safer and more accurate business system; reduced cost of labor by 30% and office overhead by 10%
- Organized and advertised 10+ quarterly networking events with 300+ participants in 3 cities in California

UNIVERSITY PROJECTS

Classroom App — Feb 2024
- Designed and implemented Android application in 4-person team using Java in 3-day hackathon
- Enabled students to highlight lecture notes and ask questions to professors anonymously

Model Operating System — Jan 2023
- Designed and implemented Unix-based operating system in 4-person team using C++
- Awarded First Prize in Computing's Senior Design Projects (out of 100 teams)

OTHER

Technical: Advanced in Java, PHP, JavaScript, HTML/CSS; Proficient in MATLAB, [add skills from the job description – use Targeted Resume to help you identify the right skills and keywords]
Languages: Fluent in French, English; Conversational Proficiency in Italian, German
Volunteering: Volunteered 20 hours/month at Alzheimer's Foundation (2012-2014)

Resume Format Examples

(Students With Co-op/Internship and Leadership Experience)

You Can Find These Examples On Our Website

Molly M. Engineer
New York, NY | 123-456-7890 | first.last@uky.edu | linkedin.com/in/MollyEngineer

EDUCATION

UNIVERSITY OF KENTUCKY — Lexington, KY
Bachelor of Science in Electrical Engineering — Expected May 2025
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Electrical Project Engineer Intern — May 2023 – Aug 2023
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- Designed and sized 30+ solar PV systems using AutoCAD to generate detailed computer drawings.
- Conducted efficiency/price comparisons, provided recommendations to increased efficiency by 15% and cut costs by 25%.

VOLUNTEERING & UNIVERSITY PROJECTS

COMMUNITY PROJECT — Feb 2023
- Installed 20+ solar panels on 20+ local homes and businesses, reducing electrical costs by 30%.
- Ran diagnostics on 5+ businesses and provided recommendations that improved electrical efficiency by 15%.

ELECTRICAL ENGINEERING PROJECT — Jan 2024
- Researched and designed a solar-based swimming pool heating system. Presented to 6 college board members that approved the plan and cut amenity electrical costs by 20%.

ACTIVITIES

INTERNATIONAL ELECTRICAL ENGINEER SOCIETY — Boston, MA
Head of Events — Sep 2022 – Present
- Founded the first-ever Electrical Engineering Series to organize hands-on training for 200+ students
- Organized/advertised 5+ quarterly networking events with 200+ participants, securing jobs for 60% of attendees.

ELECTRICAL ENGINEER CLUB — Boston, MA
Committee Member — Jan 2021 – Present
- Designed RFID-based prepaid energy meter with a team of 10 that the university uses today.

ADDITIONAL

Technical Skills: Energy Efficiency, C++, Microsoft Access, Electrical Design, Power Systems
Languages: Fluent in French, English; Conversational Proficiency in Italian, German
Certifications & Training: OSHA Safety and Health Fundamentals Training.

Resume - What **NOT** To Do

But why?

Will D. Cat
STUDENT

Objective

I'm looking for an internship or co-op that will teach me how to be an amazing engineer.

📞 911-234-5678

✉️ WillDCat@uky.edu

📍 1234 Engineering Lane
Lexington, KY 40506

Experience

Associate
Subway

May 2024

I am the responsible for serving food. I took money. I cleaned up after customers left. Became assistant manager in second year.

Hobbies & Interests

- True Crime Podcasts
- Hiking
- Soccer

Languages

English:
Fluent Written and Spoken

French
Beginner

Education

University of Kentucky
Engineering

Central High School
Diploma

Skills

Communication

Research

Team Player

Curious

Helpful

Eager

BAD TIKTOK ADVICE &
WHAT TO KNOW ABOUT AI IN RESUMES & INTERVIEWS

Be Curious

Not Judgmental

BAD TIKTOK ADVICE

• White font in footers or headers or extra small font to get past the ATS. It's dishonest, and a really bad plan.

• Citing an NDA (nondisclosure agreement) when asked about a gap on your resume or LinkedIn history. Unless your work would have required that regularly, recruiters will know it's a lie.

• Generally speaking, a "quick and easy hack" could be problematic - do your research before deploying the hack.

IS THERE GOOD TIKTOK ADVICE?

Absolutely! Just like there are some great resources on Instagram as well. But read the comments - utilize google to see if it is, indeed, too good to be true. Following bad advice could harm you professionally. But following good advice may get you an edge in the job search process.

AI: LARGE LANGUAGE MODELS CHAT GPT, ETC.

• At its core, AI is a tool that can be deployed quickly and efficiently. (You are already seeing it every day: Expedia Chat Bot, Instacart, Duolingo, Slack, Salesforce, and more.)

• It can aid in searching for jobs with the right prompts and it can help with resume bullet creation and cover letter drafting, but it is NOT perfect, and there can be some ethical concerns about using it and/or what happens to the data you upload.

• Use it wisely - the data you input will be used to help with machine learning, large language modelling, etc.

AI RESOURCES

WORDS OF WISDOM
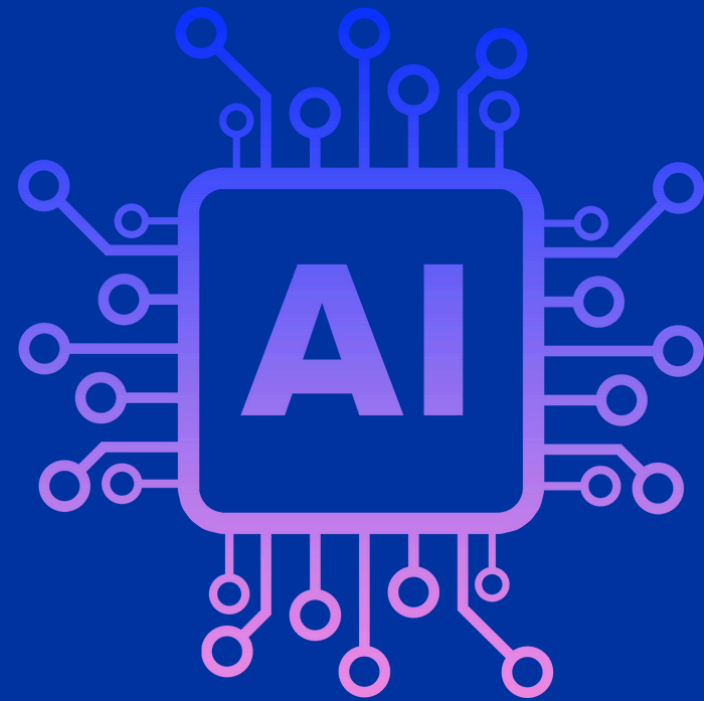
Proofread AI Responses

Customize/Edit Responses
(don't blindly copy and paste into a resume)

Verify AI Answers

Protect YOUR Data

Understand Why It's Free
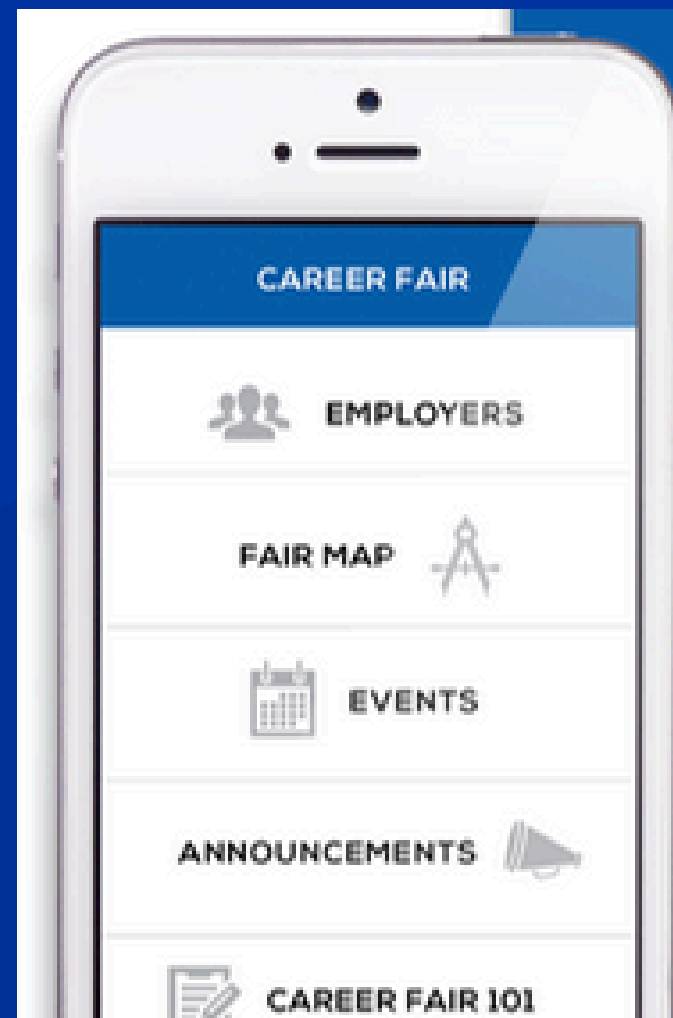
Only Use True Responses

REMEMBER

- *Proofread, proofread, proofread! Typos can cost you opportunities.*

- *Your resume at this point in time is no more than one page.*
  - *The exception: graduate school applications where you use a CV instead of a resume*

- *Your resume is a living, breathing document - you update it with new experiences, new opportunities, and transferrable skills*

DOWNLOAD
the Career Fair Plus App!

FEATURES+

- ⊕ COMPLETE EMPLOYER LISTING
- ⊕ INTERACTIVE FLOORPLAN
- ⊕ EVENT DETAILS
- ⊕ ANNOUNCEMENTS
- ⊕ FAIR TIPS

CAREER FAIR

- 👥 EMPLOYERS
- FAIR MAP 📐
- 📅 EVENTS
- ANNOUNCEMENTS 📢
- 📋 CAREER FAIR 101

Available on the **App Store**

ANDROID APP ON **Google play**