

# UK WALL STREET SCHOLARS FRESHMEN RESUME CHECKLIST

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## I. TITLE SECTION

- Make the listed email address look professional and show your name: first.lastname@uky.edu (Gmail OK but UKY email is preferred. Set up formatting feature if needed.)

## II. GENERAL WRITING

- NEVER state soft skills (e.g., “excellent communication skills): Let the experience speak
- AVOID writing in narratives or in first person (e.g., “I”, “my”)
- Whenever possible, use numbers to show your accomplishments or how selective a membership/program/scholarship is
- Use numbers to highlight accomplishment; Avoid generic job descriptions for common jobs such as cashier/teller/office clerk
- Start each bullet with a powerful verb such as “created”, “analyzed”, “led”, “completed”
- Be **consistent** in using past tense (for activities that have ended) v. simple present tense (for current positions). *Best not to switch between the two tenses when describing the same position.* The goal is not to distract readers with change of tenses. If you want to keep it simple, use past tense for all descriptions.

## III. FORMATTING

- Resume must be in one color. Keep it simple and businesslike!
- Adopt the recommended resume template and keep the same margin. (When adding new content, be concise. Do not reduce the margin.)
- Keep the name in the Title font size 22+ or what makes a resume look sharp.
- Keep all fonts are same style (preferable Times New Roman)
- Keep the text the same font size
- Keep your name in the Title font size 22+ or whatever size that would make a resume look sharp.
- Ensure **date range** listings are **consistent**: (1) Spell out the month if there is room; if using abbreviations, use it for all date range. (2) Use **en dash** (–) instead of hyphen (-) (3) leave one space before and one space after each dash. *This reflects attention to detail and is one of the most common errors.*
- Align all date range and locations to the **right**. Insert space manually as needed *This is one of the most overlooked areas in resume writing.*
- Do NOT include periods at the end of any bullet

#### IV. EDUCATION

- List UK education with expected graduation date
- List the name of UK degree(s) accurately; OK to abbreviate (e.g., B.B.A. or B.S.B.A.)
- List names of scholarships received from UK without \$ amount
- Include composite ACT (SAT) score ONLY IF at least 34 in ACT (or 1500 in SAT)
- List “Wall Street Scholar: 1 of xx students selected across campus for advanced finance curriculum and exclusive co-curricular career development activities”
- OMIT high school academic records UNLESS it is a STEM program such as Gatton Academy
- List Relevant Coursework if you have white space to fill or if your curriculum is more advanced than a typical student *and* the curriculum is relevant for the positions you are applying

#### V. WORK EXPERIENCE

- List ACCOUNTING/FINANCE/research/Analytics/marketing experience, if any
- List “founder” experience, if any
- OMIT non-business work for pay such as babysitting and caddy work
- Keep bullets under 3 lines (or 2 lines ideally, especially if you have 4+ listings)
- Include bullet points speaking to demonstrating teamwork, collaboration, leadership capabilities, innovative ideas/solutions, etc.

#### VI. EXTRACURRICULAR ACTIVITIES

- List leadership positions
- List membership positions if you do not hold leadership positions

#### VII. “OTHER INFORMATION” SECTION

- List Bloomberg Market Concepts (BMC) certification *after* completion. Note: UK students can complete the 8-hour certification free in Seale Center.
- List Capital IQ if you have some familiarity. Note: UK students receive free online access to the database
- List “Basic in Python” *unless* you have achieved intermediate level or are proficient
- Do NOT list any Microsoft office product. Exception: Excel VBA
- List programming/coding experience (e.g., SQL)
- List *business*-related software and certifications if relevant for future positions you apply
- If there is room, list interests that show high energy/passion, good team-building skills, intellectual curiosity. Include interests that might make your profile stand out, (it’s okay to have something out of the box ex. Guitar Hero, specific sports team, etc.): it may lead to a common interest or talking point with interviewers. AVOID listing interests in generic terms such as “reading”, “movies”.

IX. FINAL CHECK BEFORE SENDING THE FILE

- If you received edits (under Track Change) and comments on a previous version of your resume, “Accept All Changes and Stop Tracking”; Delete all comments before making a PDF file that you would send out
- Ensure the PDF is one page only