

ROUTE

23

RESUME GUIDE

DESTINATION INTERNSHIP

TABLE OF CONTENTS

This guide is intended to be a supplement to the Route 23 Resume videos.

We provide all the tips and support to begin crafting a perfect resume! Be sure check out the Route 23 Resume videos at www.Destinationinternship.com

01 STATISTICS

02 CONTENT

03 FORMATTING

04 STRATEGIES



The resume is one of the most important aspects of your profile.

A strong resume will improve your chances at obtaining an interview at any company.

The following statistics highlight the importance of creating a good resume.

1. Recruiters spend about 7 seconds looking at a resume before making a decision (Ladders)

Hundreds of resumes, little time, and an urgency to fill an empty role...it is no surprise recruiters spend only a few seconds looking at a resume before deciding to move on to the next.

2. 77% of hiring managers consider typos and bad grammar as a deal breaker (CareerBuilder)

These types of deal breakers influence the strategies we've developed to create a stellar resume.

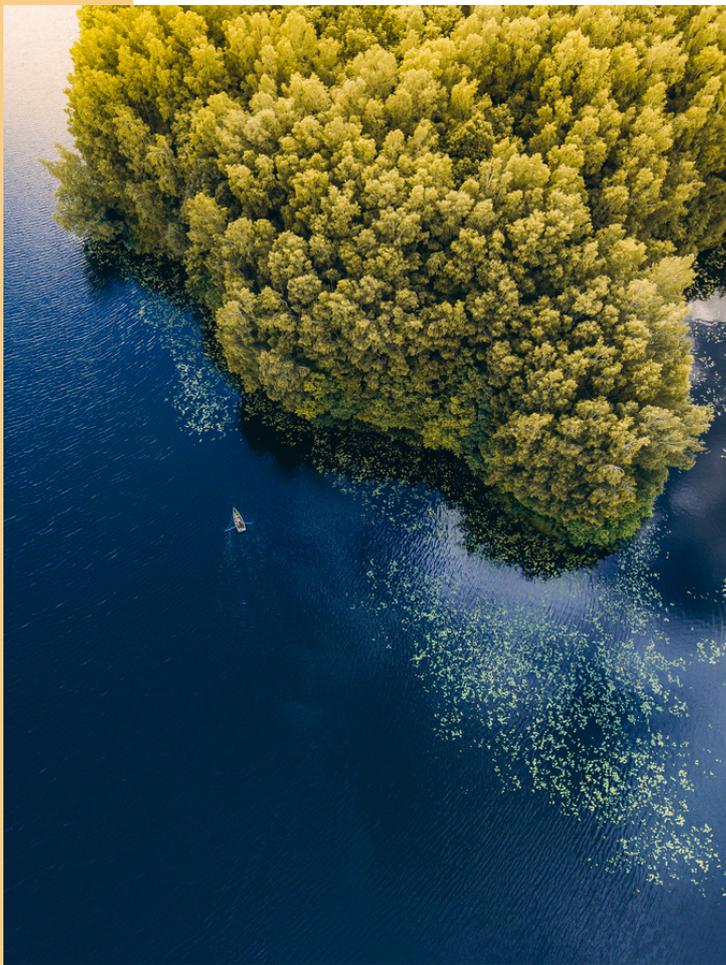
3. "On average, each corporate job opening attracts 250 résumés. Of these candidates, four to six will be called for an interview and only one will be offered a job." (Glassdoor)

Many jobs receive more than 250 applicants - even upwards of thousands.

The advice shared in the following pages will help your resume stand out to recruiters so that it can attract more than 7 seconds of attention and be one of the 4-6 resumes chosen for interview.

STATISTICS

RESUME CONTENT



Skills and Recognition

Use this section to highlight specific skills you have and recognition that you have received. **Include unique skills that would separate you from other candidates.** Do not include generic skills such as "Excel" unless your abilities truly separate you from other candidates.

It's important to optimize the content of your resume so **the most relevant & impactful information is shown.**

A similar study by Ladders found that the worst performing resumes include "text flow that did not draw the eye down the page, lacking section or job headers."

Be sure to include the following sections on your resume!

Personal Contact

Contact information is usually at the very top of your resume and includes **Name, Phone Number, and Email Address**. How you list the phone number is your preference: (111-111-1111), (111) 111-1111, etc. If possible, use a professional-looking email address such as "FirstNameLastName@EmailProvider.com"

Objective

The objective section of your resume should appear at the top of the page and below your contact information. It should **state the type of role you are seeking**. For example, If I was trying to work a marketing internship at Nike, Lululemon, or Adidas, I might say "Seeking a marketing and media internship for the Summer of 2022 within the sports clothing/fashion industry."

Education

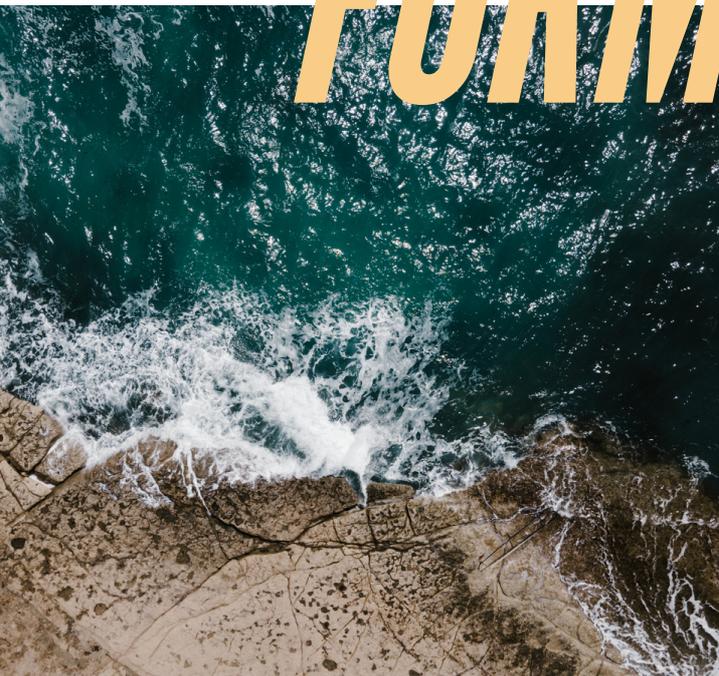
The education section is the first look a recruiter has at your background. Be sure to include your **School Name, Major, GPA, and Graduation Date**. If your GPA is good, be sure to include it. If you think that your GPA is low and may be detrimental, do not include the GPA.

Experience

The experience section of your resume is the most important in terms of convincing a recruiter. The goal of the Experience section is to communicate experiences similar to those of which the hiring manager is looking for in an ideal candidate. Experience can include **previous jobs, personal projects, and significant leadership & involvement activities**.

Depending on your personal preference, and what you think is best for your situation, you can make separate sections for Projects, Leadership, and Involvement experiences.

FORMATTING



MAKING IT EASY TO READ

A properly formatted resume is easy to read, pleasant to the eye, and able to efficiently convey important information.

Follow these suggestions to make your resume pop!

KISS!

Keep it Simple, Silly!

Unless you are applying to be a fashion model, there is no reason to include a photo in your resume. Odd formats and untraditional components make it more difficult for a recruiter to read through the core contents of your resume.

Let your experience speak for itself!

BOLD, ITALICS, UNDERLINE, OH MY!

These text modifiers can be helpful in clearly defining sections and sub-sections. **We recommend Section names being bolded, sub-section names being italicized, and specific bullet point details left as normal text.**

These capabilities should be used to help with formatting, but not within bullet points to emphasize results. If your resume is easy to read and worded professionally, the recruiter should clearly see the impressive work you did without it being bolded.



LAYOUT

Having an easy-to-follow flow and clear organization will make your resume much easier to read. Why is readability important? It allows the hiring manager to clearly see all your different experiences and it best highlights what you bring to the table as a candidate!

We suggest a top-down resume flow in this order: Name, Education, Experiences, Extracurriculars, and Skills and Recognitions. Make sure **each section is clearly identified**, and that **the content in each section stands alone as sub-sections**. For example, each work experience should have its own bullet-points and sub-section within the larger Experiences section.

TEXT

Going back to Keeping It Simple, **standard fonts should be used for text, such as Times New Roman**. Try to avoid uncommon and hard-to-read fonts.

Additionally, **font size is flexible**. We recommend adjusting the font size so that the entire resume fits in one page. But **do not use a font size smaller than 10-pt**.

WRAPPING IT UP: STRATEGIES

USE ACTION WORDS

Verbs like "Led", "Negotiated", "Designed", or "Conducted" are great ways to start a bullet point that describes your experience.

QUANTIFY RESULTS

Using numbers to describe your work will highlight the impact and level of responsibility of your past experience. For example, "Negotiated cost savings by working with existing suppliers" is far less descriptive and impressive than "Negotiated savings of 12%+ by implementing changes to existing supplier contracts."

LIST THE MOST RELEVANT EXPERIENCE FIRST

Your resume is like a story, in reverse. Begin sections with the most recent experiences to accurately portray who you are now. Adding any additional experiences in reverse-chronological order will begin to formulate a narrative of where you've come from, how you've built your skillsets, and where your interests lie.

PROOFREAD

Proper spelling and grammar is necessary for a professional, clear, and thoughtful resume. Having these simple mistakes can be a red flag to a hiring manager or recruiter reviewing your resume.

INCLUDE SPECIFICS WHEN POSSIBLE

Try to bring whoever is reviewing your resume into the specific situation you were working in - what software did you use, what type of equipment did you maintain, or what type of models did you build? This shows that you were very involved and attentive to your work. It can also trigger more in-depth conversations in the interview if your interviewer is familiar with any of the specifics you added.

Matt and Mike Kadus started Destination Internship in December 2020 with the following goal in mind: Share experiences, tips, and strategies in interviewing and hiring for college students.

After successfully receiving internship offers from many companies including Apple, Tesla, SpaceX, McKinsey & Co, Johnson & Johnson, ExxonMobil, GM, GE, Siemens, John Deere, and many more, they've developed proven strategies for effective networking, resume writing, and interviewing. Our advice has been verified with years of experience and success, as we've received Fortune 100 internship offers every year since entering college as freshmen.



MATT KADUS

Matt obtained a degree in Electrical Engineering from The University of Kentucky in May, 2022.



MIKE KADUS

Mike studies Industrial Engineering at Purdue University and will graduate in May 2023.

WHO WE ARE

LET'S TALK!

CHECK US OUT!

DestinationInternship.com

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LinkedIn

Youtube

TikTok

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