

UWIG Resume Workshop

September 30th, 2026

FOSTER
SCHOOL OF BUSINESS

W UNIVERSITY of WASHINGTON

Drew Intro Slide

Bio



Drew Fialho
(he/him)
Finance '27



Involvements

2025-2027 Peer Career Coach

Incoming Private Bank Analyst (2027)

Investment Banking Summer Analyst (26)

President, VP of Operations (23-24)

Senior Advisor, Director of Administration,
Director of Advancement (23-25)

What is a Resume?



On average, how many seconds does a hiring manager take to decide on a resume?



7 seconds!

AGENDA

- 1. Section Breakdown**
- 2. Formatting 101**
- 3. Bullet Point Writing**
- 4. Resume Review Activity**

Section Breakdown



Resumes are typically divided into four sections, each of which we will cover briefly

Four Main Parts of a Resume

1

Header

2

Education

3

Experience

4

**Skills,
Certifications,
& Extra Info**

2. Education

First Name Last Name	
City, State • Email Address • Phone Number • LinkedIn URL	
EDUCATION	
University of Washington – Michael G. Foster School of Business <i>Bachelor of Arts in Business Administration</i> Concentration: Finance, Operations and Supply Chain Management Minor: Informatics Dean's List – All Quarters through 2016-2017, 2017-2018, Autumn 2018	Seattle, WA Graduation: Winter 2020 GPA: 3.71/4.0
EXPERIENCE	
Global Business Case Competition <i>Co-Chair (1 out of 2 selected out of school body)</i>	Seattle, WA June 2018 – Present
- Planned an international case competition 10 months in advance which hosts teams of four from 16 universities - Allocated the \$100,000 budget among 8 managers through evaluation of proposals from managers - Developed action plan for all 30 members to ensure deadlines were being met by their established due dates - Directed weekly meetings with student managers and faculty for 12 weeks and created agendas and minutes for meetings	
Sound Transit <i>Treasury Intern</i>	Seattle, WA June 2018 – September 2018
- Reported the proceeds of \$477 million in bonds in the annual Green Bond report to update bondholders on projects funded - Measured investment portfolio returns against 2 portfolios with similar risks to determine performance success - Reconciled \$70,000+ in quarterly report to explain discrepancies between the internal ledger and balance sheet - Created an Excel model for the quarterly Asset Liability Management report which increased efficiency by 20%	
Conference of Minority Transportation Officials (COMTO) <i>CITY Intern</i>	Seattle, WA June 2018 – September 2018
- Participated in 10-week Career In Transportation for Youth program which supports minorities in the industry - Collaborated with 30 other interns nationwide to create a presentation shown at the conference in Baltimore - Attended over 15+ workshops and seminars on topics such as emotional intelligence, networking, and leadership style	
State Farm <i>Marketing and Sales Intern</i>	Bothell, WA July 2017 – September 2017
- Organized 6 marketing events at apartment complexes which increased leads on renter's insurance by 25% - Implemented a sponsorship with a local high school sports team to grow clientele in our region for teen drivers by 10% - Integrated an online form on Wufoo to collect over 50 leads through marketing on social media to identify new customers - Communicated with 25+ apartment complexes to discuss event marketing and in-person advertising	
ACTIVITIES & LEADERSHIP EXPERIENCE	
LinkedIn Campus Editor	November 2018 – Present
Foster Ambassador	November 2018 – Present
Alpha Omicron Pi Sorority, Past Officer	February 2017 – Present
- Volunteered over 30+ hours at extra philanthropic events such as the Jingle Bell Run - Educated 110+ women on resume and cover letter building through workshops as Charm Chair - Recruited over 600+ potential members through Formal Recruitment and Informal Recruitment during the school year	
Building Networks, Mentor	June 2018 – Present
- Mentored 3 minority students seeking to major in business on a weekly basis through workshops - Marketed and promoted the program on social media platforms receiving over 400 engagements on LinkedIn	
Junior Achievement, Volunteer	May 2012 – June 2017
- Taught basic economic principles to elementary students in over 15+ visits to elementary schools - Coordinated over 40+ volunteers for multiple events including the annual Hall of Fame awards - Raised over \$300,000 at the 2013 Dare to Dream Auction as the only featured student speaker	
Toastmasters International	September 2016 – June 2018
Improved public speaking and leadership skills by practicing weekly speeches in front of 15+ members	
2018 Target Consulting Challenge, Contestant	Winter 2018
Consulted and proposed introducing a local product to Target stores based on demographics and financials	
ADDITIONAL INFORMATION	
Technical Skills: R Language (R Studio), SQL, Excel, SharePoint, Google Suites, PowerPoint, Prospector+, EnterpriseOne Communicative Skills: Limited Working Chinese Proficiency, Public Speaking, Creative Writing Relevant Courses: Problems in Corporate Finance, Principles of Operation Management, Database & Data Modeling, Finance	

1. Header

3. Experiences

4. Skills/ Certifications/ Additional Info

Section Breakdown: Header

First Name Last Name

City, State • Email Address • Phone Number • LinkedIn URL



City, State

Optional, can use hometown city/state for out of state students



Email

Use your UW email or a professional email



Phone Number

Set up your voicemail!!



LinkedIn URL

Create a custom URL

Section Breakdown: Education

SCHOOL & STUDY ABROAD

Please spell the name of your school fully: **University of Washington, Michael G. Foster School of Business**

DEGREE

You'll receive a **Bachelor of Arts in Business Administration**. Not *Bachelor's* or *Bachelors'*

GRADUATION DATE

Include your estimated graduation date! This helps employers know if they should consider you for internships or full-time roles. Accounting students should include CPA eligibility date.

OPTIONS

Use the word **Major** on resume. If no major, state "Pre-Major". Include minors as well

GPA

A 3.0 or higher GPA should be listed on your resume

RELEVANT COURSEWORK

Option to list courses that show your knowledge in relevant areas

HONORS

Certifications or Dean's List can be listed here or in an Honors section (x of x quarters)



Section Breakdown: Experiences



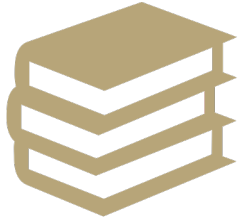
**Volunteer/ Community
Involvement**



**Work &
Internships**



**Study
Abroad**



**Classroom Work
& Projects**



**RSOs and other
Student Involvement**



**Case
Competition
s**

All experiences
should be listed
in
**chronological
order.**

Make a List to Pick Your Best Experiences!

☐ **Leadership positions/Student Activities**

☐ VP, President, Member etc.

☐ **Work experience**

☐ Barista, cashier, salesperson

☐ **Volunteer experience**

☐ Active volunteer, seasonal

☐ **Class projects**

☐ BA 490, BCMU 300, Capstone etc.

☐ **Internships**

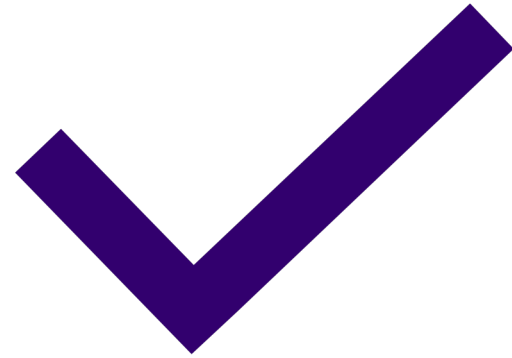
☐ Marketing Intern, Sales Intern, Accounting Intern

☐ **Technical skills**

☐ Microsoft Office, Adobe Creative Suite, Excel etc.

☐ **Language skills**

☐ Conversant, Proficient, Fluent



Formatting 101



Here's how a resume is typically formatted

FOSTER
SCHOOL OF BUSINESS

W UNIVERSITY of WASHINGTON

Foster Resume Guide & Template

First Name (Preferred Name – optional) Last Name	
Professional email • Phone number • Personalized LinkedIn URL • Marketing Portfolio URL	
EDUCATION	
University of Washington, Michael G. Foster School of Business <i>Bachelor of Arts in Business Administration (Marketing)</i> <i>Bachelor of Arts in Law, Societies, and Justice</i>	Seattle, WA Anticipated Graduation: 06/2023
Copenhagen Business School Exchange <i>Study Abroad</i>	Copenhagen, Denmark 09/2021 – 12/2021
Gained a worldwide business perspective through courses on global marketing and international supply chains	
MARKETING & SALES EXPERIENCE	
Sports Team – Seattle, WA <i>Sales Intern</i>	03/2022 – Present
- Expand book of clients for group sales department by 10% using public university group contact leads - Assist in game-day operations such as following up with suite owners, corporate partners, and fan experiences - Developed a survey to gauge 50+ customer perspectives on new product development through Survey Planet	
Company ABC – Remote, USA <i>Marketing Intern</i>	09/2021 – 12/2021
- Contacted 30+ vendors to account for recent acquisition in fields of graphic design, office artwork, sales decks - Researched various data board tools like Klipfolio and Databox to synthesize company data using multiple sources: CRM, website touchpoints, sales team leads, social media management, specific marketing campaigns - Facilitated 15 online webinars via Zoom using Marketo, Microsoft Office (Excel, Teams, Word) and Zoom Polls	
Technology Company – Kirkland, WA <i>Sales & Marketing Intern</i>	06/2021 – 09/2021
- Executed 6 months of marketing campaigns through email marketing (ZoomEngage), social media (Hootsuite, Facebook, Twitter, Instagram, LinkedIn), blog writing (WordPress), and procuring podcast guests - Created a Net Promoter Score survey via SurveyMonkey to send to all clients, followed up with direct sales calls	
Nordstrom – Seattle, WA <i>Sales Associate</i>	01/2020 – 12/2020
- Assisted customers in the buying process through suggestion selling and handling concerns and questions, supported approximately 50 customers per shift - Spearheaded efforts to streamline inventory counts after each shift using Excel to track figures for 70+ SKUs	
LEADERSHIP EXPERIENCE	
UW Undergraduate Women in Business, <i>President, former Director of Marketing</i>	05/2020 – 06/2022
- Worked closely with executive team of 11 to advance UWIB's mission of empowering female business leaders - Planned weekly events for 100+ members—from professional development with speakers to philanthropy - Facilitated all 2020 marketing campaigns: grew Instagram account by over 200 followers in span of 2 months, sold 80 personally designed crew necks, co-led a Black Lives Matter and Holiday Project fundraiser → \$1,000	
Liberated Voices Washington, <i>Founding Member</i>	01/2021 – 06/2022
- Founded UW student organization with 30 members dedicated to supporting the abolishment of private prisons and uplifting those detained - Designed the logo and other artwork to be centered in a crowdfunding campaign for local 501c3 organizations	
ADDITIONAL INFORMATION	
Honors: Freshman Direct Program, Finalist – 2021 International Case Competition	
Hard Skills: Vietnamese, MS Office, G Suite, R, Hootsuite, MySQL, iMovie, Procreate, Canva, writing, Marketo	
Interests: calligraphy, bowling, editing vlogs, playing tennis and soccer, playing piano, singing, civil rights work	

Available in Career
section of Foster
Undergraduates
Canvas Page!

Formatting Basics

Length

- One Page, Front Side Only
- **Helpful Tip:** You can adjust the spacing between lines to add or remove more space

Dates

- Month Year ranges for work experience (June 2021 – present)
- Month Year of graduation (do not include range of time in college)

Margins

- **No less than 0.5-inch margins**
- Make the top/bottom and left/right margins the same size

Fonts

- Sans Serif
- Use the same font throughout resume
- Font color – black
- 10-12pt

COMMON MISTAKES:

Personal Info, Acronyms without context of full title (i.e. UWIB, UWIG, UBC), Objective/Personal Statement, Boxes/Photos/Icons/Symbols

Bullet Point Writing



Recruiters and Employers expect bullet points to be written in a specific formula –
which we will teach you now!

Bullet Point Formula



What Did You Do?

Start with an **Action Verb** (i.e. Design, Analyze, Implement, Create, Manage, Deliver, etc.)



How Did You Do It?

Add more information to **provide context** here, what was the project, task, or responsibility?



What Was the Result?

Clearly identify what was the **result of the experience** or business outcome.

Experiences Example

Start with an action verb

Led

Add info to provide context
(type of event/program, situation,
idea, documents,
roles/responsibilities)

Recruitment and
hiring of tour guides

For Who, Why, Quantify, Outcome

Resulting in 300+ new
applications to fill 12
new positions on our
team of 54

Magify Your Experiences



Before

Reviewed financial documents and made a model

In charge of fundraising events throughout the year



After

Analyzed balance and income statements in Excel to project 5 years of cash flow

Organized and executed 4 fundraising events that collectively raised over \$3,500 in donations

Do's and Don'ts



DO

- Tailor your resume for each position
- Highlight section headings
- Use action verbs
- Quantify accomplishments
- Use technical (& understandable) language
- Proofread multiple times (and by others!)



DON'T

- Use acronyms
- Use a template other than the Foster template (it's standardized!)
- Repeat information
- Exaggerate or lie
- Include personal information

UWIG-Specific Advice

- Magnify your experiences by talking about **what you were accountable for** (thesis points, risk analysis, modeling, etc.)
- Don't be afraid to name drop our AUM (even though it's small at ~\$80k)
- Being able to speak on our investment strategy has been monumental for my success in interviews
- Example analyst bullets (feel free to steal/adapt):
 - Spearheaded large cap buy-sell decisions for UWIG, which manages 60k in assets to achieve excess returns against our benchmark index, which we outperformed by 3% in 2023, and placed 10th in the D.A. Davidson Student Investment Program
 - Supporting the growth of a \$1,000 scholarship for students who show a commitment to finance and the business community (old goal of UWIG)
 - Conducted an in-depth stock pitch analysis of Chipotle, which was purchased by the UWIG, through qualitative thesis development and quantitative financial modeling (DCF and comparable company analysis) which was sold at a 10% upside