

INFORMATION MANAGEMENT ASSOCIATION

MEETING MINUTES



28 JANUARY 2020 / 7:30 PM / BUSN 214

ATTENDEES

E-Board & Members

AGENDA

Last Meeting Follow-up

- X

New Business

- Meet the new E-Board
- Resume Building Workshop

NOTES

- Consider utilizing: [National Center for Women & Information Technology \(NCWIT\)](#)
- The difference between CS and MIS is not widely understood
 - Use this as a conversation starter with employers at career fairs
 - Because of this, you need to be more thoughtful on your resume
- **Resume tips**
 - * New trend:
 - Street address is not included in your address for privacy reasons
 - Keep it to 1 page
 - Condense your experience because most employers only spend about 35 seconds looking at it
 - They also use ATS (Applicant Tracking Systems)
 - These scan for code words on your resume before they even reach an employer's eyes
 - Add your coursework
 - Especially for MIS majors
 - Helps get those keywords on your resume
 - Even coursework that is currently in progress for you
 - Use the address you have that is closest to the job you are applying to

- Ex. you live in Queens when you are not at UConn and are applying for internships in NY
 - List your Queens address on your resume
 - Always have your GPA listed
 - Don't make employers ask
 - Never roundup
 - Keep it to 2 decimal places
 - There are different GPA conversions for different countries - be mindful
 - Add an experiential learning section
 - Ex. Case Competitions, Tech Kits
 - Ex. team member
 - Leadership without authority
 - Ex. starting your own business
 - Even if you haven't made any money, you can talk about it
 - Talk about how you identified a problem and did the research regarding the market around it
 - Training counts too
 - Ex. training to become an RA
 - Add hobbies / interests
 - Need to add a personal touch - even if it's just one line
 - Ex. gaming club
 - You can talk about risk management
 - Add skills into your action statements (bullets)
 - Ex. if you have Excel listed as a skill
 - You should still say that you utilized Excel at an internship / job
 - Make sure you use bullet points
 - To avoid formatting errors
 - Think about how your experience is unique
 - Ex. working at a family business
 - Explain how different a small business is from a corporation
 - More problem solving
- LinkedIn is just as important as your resume

ACTION ITEMS

- Update resume and LinkedIn

NEXT WEEK'S AGENDA

- Synchrony Financial will be attending