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