

## Upkey Best Practices

Every student will need to begin and develop a strong resume. This will be essential in your internship and job search process. A resume is a summary of your background, experiences, and skills which are relevant to the position you are seeking. Upkey is a great initial resume creation tool that will help you develop a strong resume. This system will walk you through the key components of a resume and assist you throughout the constructing process. After you finish building your resume through Upkey, make an appointment with your dedicated Career Success Professional for final revisions. Please see page six for further instructions on how to schedule an appointment with the Baylor University Career Center.

### To Access your Upkey Account:

1. Type in or copy the provided link onto your browser: [upkey.com/partners/baylor](https://upkey.com/partners/baylor)
2. Click on the “Start Now” tab located on the top right-hand side of your screen
3. Create an account using your **Baylor Email Address (See Example One)**
4. Select the “Register” tab at the bottom of your screen

### Example One:

Ready to join the best program ?

Sign Up Log In

Sign Up

f G in

Or

First Name Last Name

FirstName\_LastName@baylor.edu Password

Repeat Password Gender

I'm not a robot reCAPTCHA Privacy - Terms

Register

Make sure to register with your Baylor email

### Constructing your Resume:

- After you sign in into Upkey, you will be led to two videos discussing the Upkey system
- Click on the “I am ready to get started!” tab to begin building your resume
- Sam, the resume assistant, will be introduced to you and will ask you a series of questions to construct your resume
- If you need to stop at any time, simply log out or exit out of the system; your work will be automatically saved after each section is completed
- **Important Note:** Each answer you provide to the system will be reflected on your resume

# BAYLOR UNIVERSITY CAREER CENTER

## First Step – Career Profile Section:

- First, you will be asked to describe your personality by choosing three adjectives
- These adjectives will be reflected under your Career Profile section, which is a summary of your qualifications and what sets you apart from other candidates
- Click on the “I’m ready to move on” tab once you have made your selection

## Receiving Feedback on Resume (**SKIP for Now**):

- After you choose three adjectives, you will be led to a new page called “Enjoy your free 360° Feedback”
- Please feel free to skip this step by clicking on the “Skip 360° Feedback” tab at the bottom of your screen
- Instead, you will schedule an appointment with your Career Success Professional (CSP) on Handshake for final revision

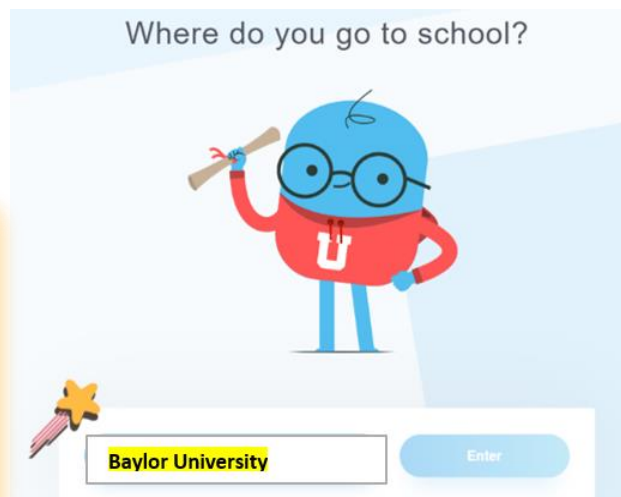
## Education Section:

- Now you will begin filling out the Education section of your resume
- Type in “Baylor University” as your current school and provide your major
- Select your GPA – If your GPA is lower than a 3.0/4.0, then it will be deleted from your resume
- **Note:** If you transferred into Baylor University, mention this to your CSP and they can recommend if you need to include your previous schooling on your resume

## Example Two:

Typically, the only school on your resume should be where you receive your bachelor’s degree from.

If you have questions, please consult your CSP.



Where do you go to school?

Baylor University

Enter

If you have below a 3.0 GPA, this will be deleted from your resume.

We will highlight other attributes instead.

## Halfway Point – Do you Need Further Assistance?

- You will be led to a new screen asking if you will need further assistance throughout this process
- **If this is your first time building a resume**, click on the “Yes” tab to receive further guidance and instructions throughout this process
- **If this is NOT your first time building a resume**, click on the “No” tab to begin creating your Experience section and developing your bullet points

# BAYLOR UNIVERSITY CAREER CENTER

## Experience Section:

- From there, you will be asked to provide information on a relevant experience opportunity
- This could be a job, internship, project, extracurricular involvement, or volunteer experience that you have completed or are currently involved in
- Provide the organization name, your title or role, the location, and dates of employment or service

## Developing Strong Bullet Points:

- Sam, the resume assistant, will discuss with you the framework of a strong bullet point
- Each bullet point **MUST** begin with an action verb (**Ex: Provided, Executed, Produced, or Led**)
- Then you must state the task you accomplished in that position (**Ex: Provided service to guests**)
- Make your bullet point stronger by including the result of that task, numbers associated with that task, or how you completed that task (**Ex: Provided exceptional customer service by assisting 130 guests in a timely manner**)

## Example Three:

**Example 1**

**Coordinated** events on **public health awareness**  
*Strong action verb* *Relevant subject*

resulting in **\$5000 of donations** .  
*Specific / quantifiable results*

**Example 2**

**Organized and analyzed historical sales data and**  
*Strong action verb* *Relevant subject*

**presented findings to the management team.**  
*Specific / quantifiable results*

Looks good!

Once you understand the framework, click on the "Looks good" tab to create a few bullet points

Always start your bullet point with an action verb

Once you understand the framework, click on the "Looks good" tab to create a few bullet points

Collaborated in a cross-functional project and presented information to 4 Executive Strategy

Include results to make your bullet points stronger

Include numbers to make your resume stronger!  
Such as: # of teammates

Prepared over 800 invoices for refund claims resulting in client savings of more than \$400,000

Add Bullet Point

Save & Continue



# BAYLOR UNIVERSITY CAREER CENTER

## Lastly – Additional Section:

- Now you must provide some information on your projects, skillset, and any extracurricular involvement you have not mentioned – this will complete the Additional section on your resume
- This will start with you discussing a class you have taken and what skills you acquired in this class
- Make sure to include both technical and non-technical skills (Ex: Non-Technical – Leadership)
- Continue proceeding through the final questions to complete your additional section
- Make sure to include your study abroad experience, sports, volunteering, language proficiencies, and any awards you have received in the past

## Done with Questions! Now for the last edits:

- Once you have completed the questionnaire, you will be led to a new screen where you can edit your new resume
- Click on the “Edit” tab to begin making adjustments to your resume
- To make a change on your resume, simply click on each section or the wording

## Example Four - Career Profile & Education Adjustments:

Add a goal at the end of the Career Profile: “**Passionately seeking summer internship.**”

---

### CAREER PROFILE

Thank you for taking the time to review my resume. I’m an Chemistry student from Baylor University that is motivated by my value of Efficiency . I am passionate about 3D Printing . My short term goals are to find a summer internship and to develop technical skill set within classes. I sincerely hope we can connect soon and appreciate your time and consideration.

Use this wording in your Career Profile but **let’s make it stronger!**

---

### EDUCATION

BAYLOR UNIVERSITY -Waco  
Major: Chemistry; Minor: Mathematics

May 2022

- Advanced Calculus, mentor: Mr. Brooks, grade: A

If your Cumulative GPA is lower than a 3.0, then it will be deleted from your resume

Instead, highlight your Relevant Coursework or Major GPA

## Experience Section Additions & Adjustments:

- To add another relevant experience to your resume, simply click on the “+ Add Experience” tab
- From there provide the organization name, job title, service dates, and bullet points
- To add a bullet point, simply click on the “+ Bullet Point” tab
- **Important Note:** Make sure you have at least 2 to 5 bullet points under each relevant experience

# BAYLOR UNIVERSITY CAREER CENTER

## Additional Section Adjustments:

- To add another extracurricular, skill set, language or any other item not mentioned to your additional section, simply click on the “+ Add skills or interests”
- You can also delete any item by clicking on the red trash icon or re-arrange an item by clicking and dragging it up or down

## Example Five – Experience & Additional Adjustments:

**CAREER PROFILE**

Bilingual analytics candidate with a diverse skill set in excel modeling, financial statement review, and market evaluation. Strong communicator that makes decisions quickly and accurately. Analytical thinker with a proven track record for exceeding expectations, leading by example, and delivering projects on time. Results driven individual that thrives in a collaborative fast paced environment. Passionately seeking a summer internship.

---

**EDUCATION**

**BAYLOR UNIVERSITY** -Waco May 2022  
Major: Chemistry; Minor: Mathematics

- Advanced Calculus, mentor: Mr. Brooks, grade: A

---

**EXPERIENCE** + Add experience

**WEBER ACCOUNTING** May 2019 - Aug 2019  
**Analyst Intern**

- Developed planning procedures and financial statements to help prepare for an upcoming audit
- Collaborated in a cross-functional project and presented information to 4 Executive Strategy and Business Development representatives
- Prepared over 800 invoices for refund claims resulting in client savings of more than \$400,000 in taxes

**ALPHA DELTA BETA SORORITY** Jan 2019 - Present  
**Executive Recruitment Chair**

- Recruited 30 members doubling the size of the organization since residing in this + Bullet
- Led 6 seminars over the course of a semester over the course of a semester to develop members level of professionalism
- Utilized Excel to manage a \$25,000 budget and raised over \$5,000 to be donated to philanthropy

**TEXAS STEAKS DINER** June 2018 - Dec 2018  
**Hostess**

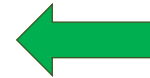
- Increased sales by 10% by promoting weekly specials verbally and by social media
- Executed and preformed table logistics for large parties to ensure successful service
- Managed 75-100 customers and 8 waiters at a time during peak hours, leading the team in efficiency

---

**ADDITIONAL**

- Technical skills: MATLAB , Excel , Coding
- Non-technical skills: Leadership , Teamwork
- Languages: Spanish
- Volunteering: Memorial Hermann Hospital
- Studies abroad: Italy - 2018 to 2019

Do you see the changes I made?



Once you have finished making the adjustments, click on the “Download” tab



Make sure to have at least 2 to 5 bullets per experience

## Downloading & Converting File Format for Career Center Review:

- Once you have finished making the adjustments, click on the “Download” tab
- The Upkey system will allow you to download your resume as a PDF file format
- To convert your resume into word simply utilize the **free** PDF to Word file format converter: <https://smallpdf.com/pdf-to-word>

## How to Make an Appointment

All Baylor University students are encouraged to make an appointment with a Career Success Professional in the Baylor University Career Center. Your first appointment will be critical in helping you make initial steps to accomplishing your career goals. This step by step guide will walk you through the scheduling process on Handshake.

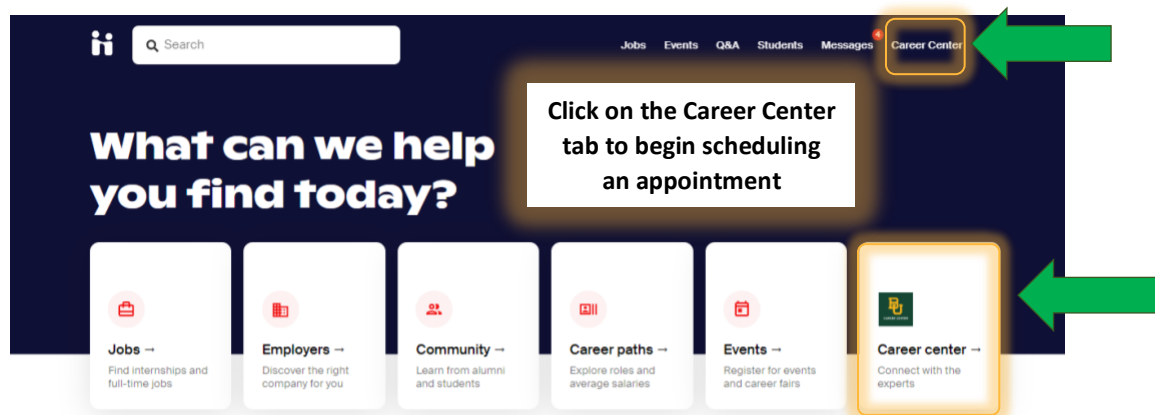
### Where Do I Start?

1. Log into Handshake by typing in or copying the provided link into your browser: <https://baylor.joinhandshake.com/login>
2. Sign in with your Baylor Bear ID and password (Example: firstname\_lastname)
3. Authenticate your sign in with DUO by pushing a notification to your phone

### I'm logged into Handshake, Where to Next?

- If you are signing into Handshake for the first time, you will be prompted to complete a brief survey
- After you complete the survey, click on one of the Career Center tabs located on the right-hand side of your screen (**See Example Six**)

### Example Six:



### Scheduling an Appointment:

- This will lead you to our Career Center Home page within Handshake, From there click on the **Appointments** tab located on the left-hand side of your screen
- Next, click on the blue tab that says "**Schedule an Appointment**"
- You will be prompted to select your desired college or choose "Undecided" if you have not chosen a major
- Finally, select a day and time slot that works best for your schedule!