Accenture Presents:

Rejuvenating Your Resume:
Leveling Up After High School

CAST Schools Alumni Session

Jennifer Solis

- **Accenture**
  - HR Services & Communications Specialist
  - Intern Relationship Manager
  - Grant Manager
  - Community Partnerships Manager
  - Mental Wellness Employee Resource Group Co-Lead
  - Mental Health Ally Training Facilitator

- **Education**
  - Bachelor of Arts in Communication from UTSA
    - Summa Cum Laude
  - Associate of Arts from Palo Alto College

- **Community**
  - American Foundation for Suicide Prevention Board of Directors
  - CAST Schools Business Development Committee
  - CAST Tech High School Advisory Board



Session Objectives

Understand	what employers look for in resumes
Translate	school and early work experiences into resume language
Learn	how to structure a strong resume
Identify	ways to stand out in the job market

Why Your Resume Matters

- First impression to employers
- Shows your skills and accomplishments
- Helps you pass screening systems
- Opens the door to interviews



Common Resume Myths

- I don’t have enough experience
- Only jobs count as experience
- One resume works for every job
- Long resumes look more impressive

Experiences That Count

- Internships
- School projects
- Certifications
- Clubs or leadership roles
- Volunteer work
- Part-time jobs

Translating School Experiences

EXAMPLE:

INSTEAD OF: 'WORKED ON A CLASS PROJECT'

TRY: 'COLLABORATED WITH A TEAM OF 4 STUDENTS TO DESIGN AND PRESENT A BUSINESS SOLUTION PROJECT'

The Power Formula

Action Verb + Task + Result

Example: 'Led a team of 3 students to develop a mobile app prototype that won 2nd place in a school innovation challenge.'

Strong Action Verbs

- Led
- Organized
- Developed
- Designed
- Analyzed
- Implemented
- Collaborated
- Improved

Example Transformations

Before: 'Helped with event'

After: 'Coordinated logistics for a school event attended by 120 students'

Resume Sections

- Contact Information
- Professional Summary
- Education
- Skills
- Experience
- Projects or Leadership

Professional Summary

A short 2–3 sentence overview of your skills, interests, and goals.

Example: 'Motivated CAST Schools graduate with experience in collaborative project development and technology-based learning. Skilled in teamwork, problem solving, and communication.'

Education Section

Include:

School name

Graduation year

Relevant coursework

Certifications

Skills Section

Examples:

- Technical skills
- Software tools
- Communication
- Leadership
- Time management



Resume Building – Professional Skills

You learned professional skills in high school that can be added to your resume!

Project Management

- Project management is the process of creating a plan for a specific project to hit goals or complete deliverables within a set timeframe.

- Science Projects
- A/V Club Videos
- Computer Science Applications
- Legacy Projects



Data Analysis

- Data analysis is the process of inspecting and modeling data with the goal of discovering useful information to support decision-making.

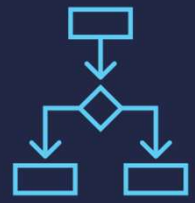
- Project Research
- Reviewing Game/Competition Footage
- Student Surveys
- Inventory/Supply & Demand



Process Improvement

- Process improvement is the practice of identifying, analyzing and improving an existing process to optimize performance or improve user experience.

- Study Habits
- Web/App Designs
- User Experience Program



Experience Section

Include:

- Job or role title
- Organization name
- Dates
- Bullet points describing accomplishments

Example Resume (Header)

- Alex Martinez
- San Antonio, TX
- 210 – 123 – 4567
- alex@email.com
- LinkedIn

Example Resume (Education & Skills)

Education

- CAST Tech High School – San Antonio, TX 2022 – 2026
- Pathway Studied: Cybersecurity
- Relevant Coursework: Computer Science, Digital Design

Skills

- Python
- Microsoft Excel
- Team Collaboration

Example Resume (Experience)

- Student User Experience Team Project
- Developed a prototype mobile app with a team of 3 students
- Presented project to a panel of local technology professionals
- Implemented user feedback from 15+ users to enhance usability and navigation

Resume Example – Alumni Student

ALEX MARTINEZ

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PROFESSIONAL SUMMARY

Motivated CAST Tech High School graduate with hands-on experience in software development, team-based projects, and presenting technical solutions. Skilled in problem solving, collaboration, and building user-focused applications. Seeking an entry-level opportunity to grow technical and professional skills.

EDUCATION

CAST Tech High School, San Antonio, TX
Graduated: May 2024

Relevant Coursework: Software Development, Data Analytics, UX Design, Business Innovation

SKILLS

Technical: Python, HTML, CSS, Excel, GitHub, Figma
Professional: Communication, Teamwork, Problem Solving, Time Management

PROJECT EXPERIENCE

Mobile App Development Project

- Collaborated with a team of 3 students to design a mobile app prototype addressing student scheduling challenges
- Presented solution to a panel of technology professionals
- Improved app usability by incorporating user feedback

Website Design Project

- Designed and built a responsive website using HTML and CSS
- Applied UX principles to enhance navigation and accessibility
- Tested and refined functionality based on feedback

INTERNSHIP EXPERIENCE

Technology Intern — Local Startup, San Antonio, TX

- Assisted in testing website features and identifying usability issues
- Conducted user surveys and summarized findings for development team
- Supported troubleshooting and data entry tasks

VOLUNTEER EXPERIENCE

Community Volunteer — San Antonio Food Bank

- Assisted with sorting and distributing food to community members
- Collaborated with volunteers to meet daily distribution goals efficiently

STEM Event Volunteer — Local School Events

- Supported setup and coordination of student STEM events
- Guided younger students through basic technology activities

ADDITIONAL EXPERIENCE

Part-Time Associate — Retail Store

- Delivered customer service in a fast-paced environment
- Managed transactions and maintained inventory organization

Standing Out in the Job Market

- Build a LinkedIn profile
- Create a portfolio
- Networking
- Continue learning new skills



Networking Tips

01

Stay connected with CAST alumni

02

Attend career events

03

Reach out to professionals on LinkedIn

04

Ask for informational interviews

Common Resume Mistakes

- Typos or formatting errors
- Too much text
- Using vague language
- Listing responsibilities instead of results

Next Steps

- Update your resume this week
- Ask someone to review it
- Apply to internships or open roles
- Continue building experience (add your experience in real time)

Final Thoughts



Your experiences already matter.



Your resume tells your story.



Keep building and leveling up.

Q&A

Questions?

