INROADS REsumE TEMPLATE

Thank you for your interest in the career development opportunities with INROADS!  INROADS gives you the skills and access you need to land a paid internship at a top company.

The quality of your resume is one of the most important factors for your success in securing corporate interviews and obtaining an internship. Below are some general standards to which you should adhere as you create or edit your resume. **Your resume needs to mirror our format to ensure it captures all listed sections. Submit your resume as a Microsoft Word document for editing purposes - no PDF’s will be accepted.**

If you have questions about your resume -- email [recruitment@inroads.org](mailto:recruitment@inroads.org)

**INROADS resume must**

**(1). Be one page**

Employers may be reviewing dozens or even hundreds of resumes and will not spend time reading through pages of content.

**(2). Be free of typos and errors**

Do not only rely on spell check. A listing could be a word, but not the word you intended.

**(3). Have appropriate contact information displayed**

Be sure to list an email address you check regularly and the most appropriate phone number or numbers.

**(4). Indicate that you are an INROADS Candidate**

See examples of how to incorporate this into your objective statement. If you do not have an objective statement, you may list INROADS Internship Candidate in your activities section.

**(5). List relevant information**

Your resume is not an activity list of everything you have done; it should capture important highlights that are most closely related to the type of opportunity you are seeking. For example, if you are interested in sales, you might include activities and statements that show you raised money for a club, sold tickets or were treasurer.

**(6). Utilize accomplishment and responsibility statements**

Where possible, list statements under your activities that show the scope of your responsibilities and attempt to qualify or quantify your accomplishments -- numbers, percentages, ranges, names of programs/software, dollar amounts can all help to do this.

**(7). Be in a clear and neat format**

Use standard fonts, average range of type size, evenly formatted spacing and avoid overuse of bold, italics and underlining.

**(8). Be accurate and honest**

The goal of your resume is to present the best you possible, but not to misrepresent your experiences and skills. If you would have trouble discussing something on your resume if asked a question about it in an interview, you should probably not include it.

Your resume is a live document -- it will grow and change as you do. These suggestions will get you started in creating or editing your resume. If there are other recommendations that will help represent you as a competitive candidate, we will follow up with you.

Name

**Resume with Work History**

xxxxxxx@xxx.edu • xxx-xxx-xxxx (mobile)

|  |  |
| --- | --- |
| **Current Address**  xxxx Terrace  Gainesville, Florida 32608 | Permanent Address xxxx Riviera Shore  Orlando, Florida 32817 |

**OBJECTIVE:** Secure an INROADS Internship where I will use my Computer Engineering background and interpersonal skills to further company growth.

**EDUCATION:**

**University of Florida - Gainesville, Florida Expected Graduation: May 2016**

**Bachelor of Arts in Computer Engineering / Minor in Communications CPA Eligible: May 2017**

**GPA: 3.47/4.0** *Accounting Majors Only*

## RELEVANT COURSES:

|  |  |  |
| --- | --- | --- |
| * Algorithms and Data Structures * Advanced Programming * Computer Programming | * Embedded Microprocessor Systems * Logic Circuits * Computational Methods | * Discrete Mathematical Structure * Analog Signal Processing * Digital Systems Laboratory |

**TECHNICAL/NON-TECHNICAL SKILLS:**

|  |  |  |
| --- | --- | --- |
| * Microsoft Word, Excel, PowerPoint * Adobe Premiere, Adobe Photoshop * Basic, C++, JavaScript, HTML5, CSS | * MatLab, Notepad++, Eclipse * Linux, Windows 7, Windows 10 * Batch Data and Analytics | * Bilingual in English and Hindi * Certificate in CPR, First Aid |

## PROJECTS/Research:

**EMC Case Study Competition Solution Architect September 2013 - November 2014**

* Conducted research in the IT infrastructure and data storage products
* Provided custom made solution proposal using data storage products for big data industry
* Prepared presentation with proposal and presented to judges, simulating a real situation resulting in first place

**CROME: Sea Perch Robot Project Team Member****October 2013 - November 2014**

* Designed a robotic submarine made of PVC tubes combining two smaller robots able to complete challenges under the water
* Calibrated the buoyant force to equilibrate it under the water

## EXPERIENCE:

**Office of Community Service, Gainesville, FL Office Assistant January 2013 - Present**

* Market services related to learning and community service using multiple channels of distribution to students
* Communicate directly with students, faculty, staff and community contacts via traditional and electronic means
* Organizing Spring 2009 Volunteer Fairs, which involves coordination of over 50 volunteer agencies

**Ann Taylor, Orlando, FL Client Associate** **May 2012 - December 2012**

* Responsible for direct sales of company merchandise
* Achieved 7% of daily gross sales for this Orlando location
* Recognized as top employee for credit card activations during Summer 2008

## VOLUNTEER EXPERIENCE:

**The United Way, Orlando, FL Volunteer Fundraiser May 2011 - December 2011**

* Recruited, coordinated, and trained 10 volunteer fundraisers
* Planned three successful fundraising events including a silent auction and dinner which generated over $90,000 in pledges

## LEADERSHIP/Organizations:

**Indian Student Association Dance Director** **September 2012 - Present**

* Recruit, produce, and manage a dance group of 12 members for an annual celebration
* Coordinate 2003 National Gandhi Day of Service involving over 100 members

**South Asian Student Alliance Co-Chair June 2011 - May 2013**

* Directed and managed cultural programming for South Asian Student Alliance (SASA)
* Coordinated nationwide dance competition involving over a dozen South Asian student organizations

## ACTIVITIES/AWARDS:

* International Business Society Member January 2013 - Present
* Business Administration College Council Member December 2010 - Present
* Florida Bright Futures Scholarship Recipient September 2010 - Present

Name

**Resume without Work History**

xxxxxxx@xxx.edu • xxx-xxx-xxxx (mobile)

|  |  |
| --- | --- |
| **Current Address**  xxxx Terrace  Gainesville, Florida 32608 | Permanent Address xxxx Riviera Shore Court  Orlando, Florida 32817 |

# OBJECTIVE: Secure a challenging INROADS Internship that will allow me to utilize my Finance, leadership and communications skills while benefitting the company.

**EDUCATION:**

**University of Florida - Gainesville, Florida Expected Graduation: May 2016**

**Bachelor of Arts in Finance / Minor in Communications CPA Eligible: May 2017**

**GPA: 3.47/4.0** *Accounting Majors Only*

## RELEVANT COURSES:

|  |  |  |
| --- | --- | --- |
| * Marketing * Managerial Accounting * Statistics for Business | * Managerial Economics * Management * Financial Accounting | * Principles of Finance * Legal Environment of Business * Operations Management |

**TECHNICAL/NON-TECHNICAL SKILLS:**

|  |  |  |
| --- | --- | --- |
| * Microsoft Word, Excel, PowerPoint * Adobe Premiere, Adobe Photoshop * SharePoint, QuickBooks | * Data Analytics * Wall Street Prep * Bilingual in English and Hindi |  |

## PROJECTS/Research:

**EMC Case Study Competition Solution Architect**  **September 2013 - November 2014**

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## VOLUNTEER EXPERIENCE:

**The United Way, Orlando, FL Volunteer Fundraiser May 2011 - December 2011**

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## LEADERSHIP/Organizations:

**Winter Spring High School Leadership Program** **November 2012 - June 2013**

* Head of multicultural committee
* Member of Look At Me Now’s Karaoke Committee which raised $1,300
* Currently leading the Car Show Project

**Business Professionals of America** **June 2011 - June 2013**

* Attended regional conference
* Assisted with publicity for in-school events
* Gained exposure to various business fields and built networking skills

**Mentor at Indian Trails Middle School** **September 2010 - May 2011**

* Worked with a group of 9 students in grades 7-8
* Selected from a pool of 100 applicants
* Helped students in academics and personal decision making

## ACTIVITIES/AWARDS:

**Founding member of Alpha Beta Epsilon *(an honors club for minorities)*** **July 2011 - Present**

* Recruited staff advisor and 27 student members in first semester
* Implemented a peer tutoring program for middle school students
* Organized weekly study groups to support high academic performance for club members

**School Advisory Council**  **June 2010 - December 2011**

* Nominated by peers and staff
* Responsible for representing student body at meetings

**Effective Sentence Openers (Action Verbs)**

Absorbed

Accelerated

Accomplished

Achieved

Acted

Added

Administered

Advised

Analyzed

Applied

Appraised

Approved

Arranged

Assembled

Assisted

Attained

Attended

Automated

Balanced

Bought

Budgeted

Built

Carried

Catalogued

Centralized

Changed

Checked

Clarified

Classified

Cleaned

Closed

Coached

Collaborated

Collated

Compared

Compelled

Composed

Computed

Conceived

Condensed

Conducted

Controlled

Converted

Conveyed

Coordinated

Corrected

Corresponded

Counseled

Created

Cut back on

Dealt with

Decided

Decreased

Defined

Delegated

Delivered

Demonstrated

Designed

Determined

Developed

Devised

Diagnosed

Differentiated

Directed

Discovered

Disseminated

Distributed

Diverted

Doubled

Drove

Duplicated

Earned

Edited

Eliminated

Employed

Enabled

Enacted

Encouraged

Enlarged

Enlisted

Ensured

Equipped

Established

Evaluated

Examined

Executed

Exceeded

Expanded

Expedited

Experimented

Extracted

Facilitated

Fed

Finalized

Financed

Folded

Forecasted

Formulated

Fostered

Found

Furnished

Generated

Grouped

Guaranteed

Guided

Handled

Headed

Helped

Hired

Hypothesized

Identified

Illustrated

Implemented

Improved

Incorporated

Increased

Informed

Influenced

Initiated

Innovated

Inspected

Installed

Instituted

Instructed

Integrated

Interpreted

Interviewed

Introduced

Invented

Invested

Investigated

Judged

Launched

Learned

Lectured

Led

Leveraged

Listed

Located

Logged

Lowered

Maintained

Managed

Marketed

Masterminded

Measured

Mediated

Merged

Minimized

Moderated

Modernized

Modified

Motivated

Negotiated

Notified

Numbered

Observed

Obtained

Opened

Operated

Organized

Originated

Outlined

Overhauled

Oversaw

Packaged

Patrolled

Performed

Persuaded

Photocopied

Picked out

Pioneered

Planned

Positioned

Posted

Prepared

Presented

Presided

Processed

Produced

Programmed

Promoted

Provided

Published

Purchased

Qualified

Questioned

Recommended

Recorded

Recruited

Rectified

Redesigned

Reduced

Refined

Related

Repositioned

Reorganized

Reported

Researched

Reshaped

Resolved

Responded

Restored

Restructured

Reviewed

Revised

Scheduled

Searched

Secured

Selected

Served

Set up

Shipped

Showed

Sold

Solved

Sorted

Staffed

Standardized

Structured

Studied

Summarized

Supervised

Surpassed

Synthesized

Tabulated

Taught

Traced

Tracked

Traded

Trained

Transferred

Translated

Trimmed

Tripled

Turned around

Uncovered

Undertook

Unified

Updated

Upgraded

Used

Utilized

Verbalized

Verified

Withdrew

Withstood

Won

Wrote

**EXAMPLES of ACTION VERBS and DESCRIPTIVE WORDS**

Here is a sample of some action verbs and descriptive words that you might consider using on your resume.   
For more ideas, view the thesaurus option available in most word processing programs.

**ACTION VERBS**

accelerated accomplished achieved adapted advised

administered analyzed appraised approved assessed

awarded bolstered briefed budgeted caused

communicated compared completed composed conceived

conducted controlled convinced coordinated counseled

created delegated demonstrated designed determined

developed directed dramatized earned effected

elected eliminated encouraged enjoyed enlarged

established evaluated excelled expanded expedited

financed forecast formulated founded gathered

generated guided implemented improvised identified

included increased influenced instructed interpreted

interviewed launched lead lectured maintained

managed motivated negotiated observed organized

originated oversaw participated performed persuaded

planned prepared processed provided qualified

raised rated recognized recommended reconciled

recruited reduced reorganized rescued revealed

reviewed revised scheduled scouted simplified

solved specified spoke streamlined structured

submitted suggested supervised supported tabulated

taught trained translated transformed traveled

tutored updated unified utilized visualized

**SELF-DESCRIPTIVE WORDS**

active adaptable aggressive alert ambitious

analytical assertive attentive broad-minded capable

competent competitive confident conscientious consistent

constructive creative dependable descriptive determined

diplomatic disciplined discreet economical efficient

energetic enterprising enthusiastic extroverted fair

friendly helpful honest imaginative independent

industrious inventive logical loyal mature

methodical objective optimistic opportunistic organized

original patient perceptive personable pleasant

positive practical precise productive prudent

quick rational realistic reflective reliable

resourceful respective responsible self-confident self-reliant

sensible sense-of-humor sincere sophisticated stable

successful supportive systematic tactful talented

teachable tolerant trustworthy versatile will relocate