

INROADS STANDARD RÉSUMÉ TEMPLATES

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. You will be ready to contribute from Day 1!

The quality of your résumé is one of the most important factors for your success in securing corporate interviews and achieving an internship. Below are some general standards to which you should adhere as you create or edit your résumé. Your résumé DOES NOT need to exactly model this format, but should be of similar quality.

If you have questions about your résumé, please follow up with your assigned Operations Coordinator.

IMPORTANT TIPS - YOUR INROADS RÉSUMÉ SHOULD:

BE JUST ONE PAGE

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

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.

HAVE APPROPRIATE CONTACT INFORMATION DISPLAYED

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

BE IN A CLEAR, NEAT FORMAT

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

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.

LIST RELEVANT INFORMATION

Your résumé 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.

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.

BE ACCURATE AND HONEST

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

Keep in mind, your résumé is a living document; it will grow and change as you do. These suggestions should get you off to a great start in creating or editing your résumé! If there are other suggestions that will help represent you as a competitive candidate, we will follow up with you.

Name

xxxxxxx@xxx.edu

Current Address:

xxxx Terrace
Gainesville, Florida 32608
Mobile: (xxx) xxx-xxxx

Permanent Address:

xxxx Riviera Shore Court
Orlando, Florida 32817
Phone: (xxx) xxx-xxxx

OBJECTIVE: Seeking a challenging INROADS Internship that will allow me to utilize my leadership and communications skills while benefitting the company

EDUCATION: University of Florida, Gainesville, Florida

Bachelor of Arts in Finance

Minor in Mass Communications

GPA 3.03/4.0 Expected Graduation Date: May 2016 CPA Eligible: May 2017 (Accounting Majors Only)

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

PROJECTS/RESEARCH:**EMC Case Study Competition**

Solution Architect

September 2009 - November 2010

- 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 2009 - November 2010

- 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

EXTRACURRICULAR ACTIVITIES:

- Winter Spring High School Leadership Program **November 2008-June 2009**
 - Head of multicultural committee
 - Member of Look At Me Now's Karaoke Committee; raised \$1,300
 - Currently leading the Car Show project
- Business Professionals of America **June 2007-June 2009**
 - 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 2006-May 2007**
 - 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

HONORS/AWARDS:

- Founding member of an honors club for minorities called Alpha Beta Epsilon **July 2007-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
- Passed AP American History and AP English exams and received 6 college credits **Spring 2007**
- School Advisory Council **June 2006-December 2007**
 - Nominated by peers and staff
 - Responsible for representing student body at meetings

TECHNICAL/NON-TECHNICAL SKILLS

- Proficient in Microsoft Excel, Word, PowerPoint, Internet
- Basic knowledge in Microsoft Access, Flash Software, Pascal, and Java

Effective Sentence Openers (Action Verbs)

Absorbed	Disseminated	Investigated	Repositioned
Accelerated	Distributed	Judged	Reorganized
Accomplished	Diverted	Launched	Reported
Achieved	Doubled	Learned	Researched
Acted	Drove	Lectured	Reshaped
Added	Duplicated	Led	Resolved
Administered	Earned	Leveraged	Responded
Advised	Edited	Listed	Restored
Analyzed	Eliminated	Located	Restructured
Applied	Employed	Logged	Reviewed
Appraised	Enabled	Lowered	Revised
Approved	Enacted	Maintained	Scheduled
Arranged	Encouraged	Managed	Searched
Assembled	Enlarged	Marketed	Secured
Assisted	Enlisted	Masterminded	Selected
Attained	Ensured	Measured	Served
Attended	Equipped	Mediated	Set up
Automated	Established	Merged	Shipped
Balanced	Evaluated	Minimized	Showed
Bought	Examined	Moderated	Sold
Budgeted	Executed	Modernized	Solved
Built	Exceeded	Modified	Sorted
Carried	Expanded	Motivated	Staffed
Catalogued	Expedited	Negotiated	Standardized
Centralized	Experimented	Notified	Structured
Changed	Extracted	Numbered	Studied
Checked	Facilitated	Observed	Summarized
Clarified	Fed	Obtained	Supervised
Classified	Finalized	Opened	Surpassed
Cleaned	Financed	Operated	Synthesized
Closed	Folded	Organized	Tabulated
Coached	Forecasted	Originated	Taught
Collaborated	Formulated	Outlined	Traced
Collated	Fostered	Overhauled	Tracked
Compared	Found	Oversaw	Traded
Compelled	Furnished	Packaged	Trained
Composed	Generated	Patrolled	Transferred
Computed	Grouped	Performed	Translated
Conceived	Guaranteed	Persuaded	Trimmed
Condensed	Guided	Photocopied	Tripled
Conducted	Handled	Picked out	Turned around
Controlled	Headed	Pioneered	Uncovered
Converted	Helped	Planned	Undertook
Conveyed	Hired	Positioned	Unified
Coordinated	Hypothesized	Posted	Updated
Corrected	Identified	Prepared	Upgraded
Corresponded	Illustrated	Presented	Used
Counseled	Implemented	Presided	Utilized
Created	Improved	Processed	Verbalized
Cut back on	Incorporated	Produced	Verified
Dealt with	Increased	Programmed	Withdrew
Decided	Informed	Promoted	Withstood
Decreased	Influenced	Provided	Won
Defined	Initiated	Published	Wrote
Delegated	Innovated	Purchased	
Delivered	Inspected	Qualified	
Demonstrated	Installed	Questioned	
Designed	Instituted	Recommended	
Determined	Instructed	Recorded	
Developed	Integrated	Recruited	
Devised	Interpreted	Rectified	
Diagnosed	Interviewed	Redesigned	
Differentiated	Introduced	Reduced	
Directed	Invented	Refined	
Discovered	Invested	Related	

EXAMPLES of ACTION VERBS & DESCRIPTIVE WORDS

Here is a sample of some action verbs and descriptive words that you might consider using on your résumé.
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