

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
Orlando, Florida 32817
Phone: (xxx) xxx-xxxx

OBJECTIVE: An INROADS Internship where I may use my finance background and interpersonal skills to further company growth

EDUCATION:

University of Florida, Gainesville, Florida

Bachelor of Arts in Finance

Minor in Mass Communications

GPA 3.13/4.0 Expected Graduation Date: May 2016

CPA Eligible: May 2017 (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 /

- Fluent in Hindi
- Microsoft Word, Excel, PowerPoint
- C+ +, Cobol

PROJECTS:

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

EXPERIENCE:

Office of Community Service, Gainesville, FL

Office Assistant

January 2009 – 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 2008 – December 2008

- 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

Office Depot, Orlando, FL

Assistant

May 2007 – December 2007

- Marketed company merchandise to individuals and businesses
- Completed customer service and sales training program
- Voted Employee of the Month for the months of August and October 2007

LEADERSHIP:

Indian Student Association

Dance Director

September 2008 – 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 2007 – May 2009

- 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 2009 – Present
- CHAMPS Mentoring program Public School Mentor May 2007 – Present
- Business Administration College Council Member December 2006 – Present
- Florida Bright Futures Scholarship Recipient September 2006 – Present

Effective Sentence Openers (Action Verbs)

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

Uncovered
Undertook
Unified
Updated
Upgraded
Used
Utilized
Verbalized
Verified
Withdrew
Withstood
Won
Wrote

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