

# 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 MUST BE IN THE INROADS FORMAT TO ENSURE IT CAPTURES ALL LISTED SECTIONS.**
- **SUBMIT YOUR RESUME AS A MICROSOFT WORD DOCUMENT FOR EDITING PURPOSES - PDF'S NOT ACCEPTED.**
- **INCLUDE THE INROADS FOOTER. COPY AND PASTE AT THE BOTTOM OF THE PAGE OR INSERT INTO THE FOOTER.**

*This resume has been provided by INROADS. If hired, the candidate will constitute an INROADS placement referral.*

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.*

**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**  
**Bachelor of Arts in Computer Engineering / Minor in Communications**  
**GPA: 3.47/4.0****Expected Graduation: May 2016**  
**CPA Eligible: May 2017**  
*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

**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**  
**Bachelor of Arts in Finance / Minor in Communications**  
**GPA: 3.47/4.0**

**Expected Graduation: 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/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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**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	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 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