

# Writing Your Resume

Your resume is often the only sense a recruiter has of you, your abilities, and your accomplishments. Studies show that resumes receive about 20 seconds of a recruiter's time. Remember, your resume is a piece of paper that represents you. You should not try to include everything you've done during your time at Notre Dame—instead, think of your resume as a document that markets your most applicable skills and experiences to an employer. A well-written resume can help you reach your goal of getting the interview and eventually landing a job or internship.

## Types of Resumes

### Reverse Chronological

This is the most common resume format for college students. A chronological (or reverse chronological) resume organizes information by jobs/experiences in reverse chronological order—with the most recent experiences listed first. This format works well when:

- You are seeking an entry-level position
- You have a steady history of employment related to the position you are seeking

### Combination

This type of resume organizes information with an emphasis on skills in reverse chronological order. Experiences and skills can be tailored to fulfill the specific requirements of a position. This format works well when:

- You want to highlight skills related to specific jobs
- You want to emphasize relevant skills and information that connect your experiences

### Functional

A functional (or skills-based) resume works well for professionals but not for undergraduates. It organizes information into functional groupings of skills or accomplishments. This format works well when:

- You want to demonstrate a clear relationship between your skills and the position you are seeking
- Your experiences are not easily related to the position you are seeking

### Creative

Typically utilized for applying to design positions, this type of resume does not follow a specific format. A creative resume showcases a student's design capabilities while delivering key accomplishments in a unique aesthetic.

## General Resume Tips

- One page—be brief but provide sufficient information
- Font size should be between 10-11 pt., margins between .5-1 inch.
- Consistency and clarity are key in formatting a resume
- Utilize strong action verbs to begin your bullet points, but vary your word choice (See page 30)
- Tailor your resume to each position
- Include results and accomplishments—quantify when possible
- Emphasize your unique skills (see following list for ideas)

## Top 10 Skills Employers Seek in a Candidate for 2016 (from NACE)

1. Ability to verbally communicate with persons inside and outside the organization
2. Ability to work in a team structure
3. Ability to make decisions and solve problems
4. Ability to plan, organize, and prioritize work
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

- Make your resume stand out—use a personalized heading, bolding, and lines in selective areas
- Print your resume on resume paper found at FedEx office in LaFortune. Preferred colors: ivory or white
- Keep your resume up-to-date with experiences, accomplishments, GPA
- Have your resume reviewed by a Career Coach or career intern

## Resume on Go IRISH

- Always have an updated default resume in Go IRISH. The first resume you upload in Go IRISH will be your default resume
- If multiple resumes are created, select a default resume by clicking the **Make Default** button. Employers see the default resume when they run resume searches in the resume book
- Check the PDF icon next to the resume title to view and ensure that your resume converted correctly

## Common Resume Sections

Resume sections should be tailored to the position for which you are applying. Many sections are flexible and can be combined to tell your unique story.

### Contact Information (Required)

- Name—slightly larger font than the rest of your document
- Your address (you can use your permanent or campus address or both)
- ND email address and cell phone number (do not list your home phone number)

### Objective (Optional)

- If you choose to use an “objective” it should be specific to the industry and position—a vague objective can do more harm than good
- Using an “objective” is most beneficial when handing out your resume at a general networking situation and/or when someone else is passing your resume on to others

### Education (Required)

- Should be at the top of your resume
- University and location (note—University of Notre Dame is in Notre Dame, IN not South Bend, IN)

- Degree (Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science) and month/year of graduation
- Major(s), and/or minor(s), and any concentration(s) within your major(s) or minor(s) if applicable
- State actual GPA; don't round up
- Include high school for First Year students. Sophomores can include it if they are returning to hometown for an internship
- Study abroad programs or other universities, if applicable, should be formatted the same as current university

### Honors (Optional)

- Relevant accomplishments, achievements, scholarships or awards that you earned for exceeding average standards in either academics, athletics, or in a work environment
- Honors may also be included under Education as well, instead of listed as a separate section

### Relevant Courses (Optional)

- Consider adding unique courses beyond general or introductory requirements of your major
- Include courses related to your career goals, objective, and/or skill set in this section—this should NOT be a list of all of the classes you have taken in college
- Relevant coursework can be incorporated into "Education" if you have advanced/specialized coursework related to the industry/position

### Experience (Required)

- Always include "Core Four": name of organization, location, job title, and dates
- Utilize strong action verbs and quantify results when possible (see below)
- Describe the scope and context of a situation and demonstrate the actions you took and the impact these

had on both the organization (what value did you add?) and yourself (what skills did you develop?)

- Talk about what you learned and the skills you developed, not just the tasks/jobs you performed
- Do not limit "Experience" to jobs or employment, you may also include clubs or project work

### Leadership, Activities, and Service (Optional)

- Your resume may contain one or all of these sections and some can be combined, such as Activities and Service
- It is important to list quality over quantity in this section
- Only include experiences where you've developed skills relevant to the position
- Name the organization, your role/position title, date, and possibly a bullet describing the skills, responsibilities, and/or accomplishments you gained during the experience

### Skills (Required)

- This section typically includes computer, language, science/laboratory, and production skills when applicable
- Do not list soft skills in this section—instead incorporate those skills into your experiences to demonstrate how they were developed

### Interests (Optional)

- Certain industries may also like to see an "Interests" section that includes hobbies and areas of interests that could be discussed in an interview
- Interest sections can be combined with another section such as "Skills" or "Activities"
- Be honest and specific when listing interests—you may be asked about them in an interview!

## Sample List of Action Verbs

accelerated	briefed	critiqued	examined	improved	medicated	publicized	sent
accommodated	budgeted		executed	incorporated	merged	published	served
accomplished	built	debated	expanded	increased	modified	purchased	set
accounted for		decided	expedited	informed	monitored		shipped
achieved	calculated	defined	explained	initiated	motivated	qualified	showed
acquainted	catalogued	delegated	explored	innovated			sold
acquired	caused	delivered	extended	inspected	negotiated	rated	solved
adapted	chaired	demonstrated		inspired	notified	received	sought
added	changed	designed	facilitated	instructed		recognized	specified
adjusted	charted	detached	familiarized	interpreted	observed	recommended	spoke
administered	checked	determined	filed	interviewed	obtained	recorded	sponsored
advertised	circulated	developed	forecasted	invented	opened	recruited	stabilized
advised	classified	devised	foresaw	inventoried	operated	reduced	started
advocated	cleared up	directed	formulated	invested	orchestrated	referred	stopped
aided	collaborated	disclosed	fostered	investigated	ordered	regulated	straightened
altered	collected	discovered	found		organized	reorganized	streamlined
analyzed	combined	dispatched	founded	joined		repaired	strengthened
anticipated	compiled	displayed		judged	participated	replaced	studied
applied	completed	distributed	gained		perceived	reported	submitted
appraised	computed	drafted	gathered	keyed	performed	represented	suggested
approved	condensed	dramatized	generated		persuaded	researched	summarized
arbitrated	conducted		governed	laminated	planned	resolved	supervised
arranged	conferred	earned	graded	launched	prepared	restored	supplemented
assembled	consolidated	edited	greeted	lectured	presented	restructured	surpassed
assessed	constructed	educated	grouped	lead	processed	resulted in	
assisted	consulted	elected	guaranteed	learned	procured	returned	taught
assumed	controlled	eliminated		led	produced	revealed	terminated
attached	converted	employed	handled	liaised	profited	reviewed	tested
attained	convinced	encouraged	heightened	logged	programmed	revised	trained
attended	coordinated	enlisted	helped		projected		transferred
augmented	copied	ensured	highlighted	maintained	promoted	saved	
authored	corrected	entered		managed	proofed	scheduled	unified
	counseled	established	identified	marketed	proposed	screened	updated
balanced	counted	estimated	illustrated	maximized	proved	scrutinized	upgraded
bolstered	created	evaluated	implemented	measured	provided	selected	utilized

# Resume Checklist

## General Format

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Is resume an appropriate length? (One page)
<input type="checkbox"/>	<input type="checkbox"/>	Is first and last name at the top of the page and in bold? Are address, phone number, and email easy to read?
<input type="checkbox"/>	<input type="checkbox"/>	Does Education follow directly after the contact information?
<input type="checkbox"/>	<input type="checkbox"/>	Is formatting (e.g. bold, font, bullet sizes, heading styles) consistent throughout the resume? Are the headings and statements evenly spaced?
<input type="checkbox"/>	<input type="checkbox"/>	Are verb tenses present tense for current experiences; past for previous experiences?
<input type="checkbox"/>	<input type="checkbox"/>	Are there approximately 1-4 statements in bulleted format under the Experience section?

## Content

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	If included, does the Objective statement clearly state industry, position, and two to three skill sets?
<input type="checkbox"/>	<input type="checkbox"/>	Does the resume include the applicable headings? Education, Experience, Activities/Leadership/Service, and Skills?
<input type="checkbox"/>	<input type="checkbox"/>	Does the Education section state official degree and graduation date? Is the cumulative GPA included if higher than 3.0? Is my GPA accurate and not rounded up?
<input type="checkbox"/>	<input type="checkbox"/>	Do the bulleted descriptions demonstrate major accomplishments rather than routine tasks/duties and are they quantifiable when possible?
<input type="checkbox"/>	<input type="checkbox"/>	Do the bulleted descriptions start with action verbs and demonstrate the use of key skills?
<input type="checkbox"/>	<input type="checkbox"/>	Is the resume free of personal pronouns (e.g. no references to "I", "we", "me", "us", "my")?
<input type="checkbox"/>	<input type="checkbox"/>	Is the resume completely free from spelling, punctuation, abbreviations, and grammatical errors?



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SAMPLE RESUMES

Reverse Chronological—Early Resume

Mary Smith

msmith01@nd.edu | 574.123.4567 | 100 Ryan Hall, Notre Dame, IN 46556

EDUCATION

University of Notre Dame, Notre Dame, IN  
First Year Studies  
GPA: 3.6/4.0 Dean's List

May 20XX

High school is optional. It can be included for younger students or if you are applying to an opportunity near your hometown.

Clay High School, South Bend, IN  
GPA: 3.9/4.0  
Class Rank: 3/267

June 20XX

EXPERIENCE

Kildare's, South Bend, IN  
Hostess

Fall 20XX - Present

- Organize seating plan which matches the needs of the customers with availability of space and readiness of waiters and kitchen staff

Within each section list your experiences in reverse chronological order

Dream Boutique!, South Bend, IN  
Sales Associate

Summer 20XX

- Provide a personal level of service to boutique customers by selecting merchandise to meet their specific needs and preferences
- Assist in creating display, pricing, and organizing of merchandise

Jane and John Doe, South Bend, IN  
Child Care Provider

Summer 20XX

- Supervised the safety and well-being of two children, ages 6 and 9, on a daily basis from 20-40 hours a week
- Coordinated daily schedules to ensure timely arrival for each child at different locations

Experiences like babysitting, lifeguarding, and camp counseling can be included to highlight the skills you developed in those positions

Camp Wilderness, South Bend, IN  
Counselor

Summer 20XX

- Collaborated with six camp counselors to plan and organize daily activities for 40 new campers each week, ages 8-12 years for 8 weeks
- Enforced rules, improvised activities, and problem solved difficult situations

Frosty's, South Bend, IN  
Sales Associate

Summer 20XX

- Accommodated customer needs by providing products in a fast paced environment by delegating responsibilities with team members

ACTIVITIES

Mending Minds Club, *Volunteer/Member*  
The Bald and Beautiful Club, *Member*  
Friends with Sisters, *Volunteer*  
Hope Ministries, *Volunteer*

Spring 20XX  
Spring 20XX  
Fall 20XX  
Fall 20XX

SKILLS

Language: Intermediate Italian  
Computer: Microsoft Office, Adobe Illustrator, Photoshop

Reverse Chronological—Early Resume

Jane Hall

jhall2@nd.edu • (574) 123-4567

Campus: 242 Pangborn Hall • Notre Dame, IN 46556 Permanent: 10000 Timberstone Drive • Fishers, IN 46000

Helpful to place your email/call phone under name

EDUCATION

University of Notre Dame  
Bachelor of Arts | English with Creative Writing Concentration  
Minors: Business Economics, Irish Studies

Notre Dame, IN  
May 20xx  
GPA: 3.7 / 4.0

Creative Writing in Ireland Program

Selected to spend three weeks in an immersive creative writing course

Dublin, Ireland  
June 20xx

Hamilton Southeastern High School

GPA: 4.3 / 4.0 | SAT: 2240 | Class Rank: 27 / 737

Fishers, IN  
June 20xx

HONORS

Notre Dame Dean's List 2015  
Finalist Poet in the American High School Poets JUST POETRY!!! National Poetry Quarterly 20xx  
AP Scholar with Distinction 20xx and 20xx

EXPERIENCE

"The Orb" Hamilton Southeastern High School News Magazine  
Managing Editor

Fishers, IN  
20xx-20xx

- Oversaw transition from newspaper to news magazine
- Delegated coverage, articles, photography, layout, and design work
- Led staff of thirty in production of seven news magazines
- Edited all articles and layouts before printing
- Wrote and edited articles for all sections of newspaper
- Selected articles to be printed in news section
- Created page layouts for news section

For ease of reading, place the section headers on the left-hand side of page in column

Teen Advisory Board of Hamilton East Public Library

- Led meetings of 10-15 peers to create and plan library events and teen zone renovations
- Volunteered at library events for teens and children

Fishers, IN  
20xx-20xx

EMPLOYMENT

University of Notre Dame Summer Scholars

- Coordinated events for summer scholars outside the classroom
- Supervised section of students during two week camp experience

Notre Dame, IN  
Summer 20xx

Fishers YMCA of Greater Indianapolis

- Certified in CPR and Lifeguard training
- Acted as main authority figure in YMCA swimming pools

Fishers, IN  
20xx-20xx

Entrepreneurial Swim Instructor

- Created swim lessons business, teaching strokes and technique in backyard pool
- Managed finances, scheduling, and expansion to over 20 students aged 3-12 in individual lessons

Fishers, IN  
Summer 20xx

ACTIVITIES

Creative Writing Club, "Mustard," 20xx - present  
Classical Music Club 20xx - present  
Feminist Group, "Notre Dames," 20xx - present  
Pangborn Interhall Flag Football, Linebacker, 20xx

SKILLS

Computer: Adobe Creative Cloud InDesign, Illustrator, Photoshop, and Microsoft Word, PowerPoint, Excel  
Language: Basic Spanish, Basic Irish  
Creative Writing: Two unpublished YA novels; sixty-five poems



Combination Resume

Jason P. Winchester

jwin@nd.edu, (123) 456-7890

**Campus Address**  
1234 Irish Way  
South Bend, IN 46556

**Home Address**  
333 Home Drive  
Miami, FL 31987

**EDUCATION**

**University of Notre Dame**  
Bachelor of Arts in Arabic and Theology  
GPA 3.35/4.0

Notre Dame, IN  
May 20xx

**American University in Cairo**

Arabic language and Egyptian culture immersion

Cairo, Egypt  
August 20xx - May 20xx

**EXPERIENCE**  
*Media*

**The Observer Newspaper**

- Reporter, *Production Editor*, Fall 20xx - Present
- Received recognition for several published articles on student life issues
- Ensure the paper is printed without error through attention to detail
- Coordinate with a team of 10 staff to produce quality news under daily deadlines
- Conduct interviews on sensitive topics with diplomacy and strategic questions

Notre Dame, IN

**Alert Global Media**

- Editorial Assistant, Summer 20xx
- Wrote drafts and edited final articles for print
- Planned an anti-money laundering conference in Dubai as part of a marketing team
- Assisted the CEO in meeting tight deadlines and responding tactfully to callers
- Contacted foreign embassy officials in Washington, D.C. for informational interviews

Miami, FL

*Leadership*

**The American University in Cairo**

- Student Orientation Leader, Spring 20xx
- Led the orientation for 400 new American students adjusting to life in Egypt
- Presented sessions on intercultural differences and Egyptian history
- Collaborated with faculty and staff to develop orientation structure and content
- Utilized Arabic skills in helping students negotiate and acclimate to Egyptian life

Cairo, Egypt

**Campus Ministry**

- Retreat Leader, Fall 20xx - Spring 20xx
- Coordinated efforts with 14 other students to host two retreats for 70 freshmen
- Facilitated discussion and built trust and community within a group of 15 students

Notre Dame, IN

*Teaching*

**International Center for Technology**

- English Teacher, Fall 20xx - Spring 20xx
- Taught beginning and continuing English classes to disadvantaged Cairo citizens
- Developed curriculum tailored to the students' interest in business

Cairo, Egypt

**Take Ten**

- Conflict Resolution Facilitator, Fall 20xx - Spring 20xx
- Taught nonviolent dispute resolution skills in a low-income elementary school
- Demonstrated strong interpersonal skills in dealing with young students

Notre Dame, IN

**CAMPUS EMPLOYMENT**

- College of Engineering, Dean's Office, Student Assistant, Fall 20xx - Present
- LaFortune Student Center, Huddle, Cashier, Fall 20xx - Present
- Notre Dame Law School, Library, Student Worker, Spring 20xx, Fall 20xx - Spring 20xx

**LANGUAGES**

Modern Standard Arabic (Intermediate), Egyptian Colloquial Arabic (Intermediate)

Reverse Chronological with Emphasis on Research & International

SHARON BLAKE

Current Address: 111 Bennett Road • South Bend, IN • 46677

Permanent Address: 10995 Killer Hill Coulee • La Crosse, WI • 54677 • (888) 999-2222 • sblake572@nd.edu

**EDUCATION**

**University of Notre Dame** May 20xx

Bachelor of Arts Political Science, Arabic, and Peace Studies  
GPA: 3.964 / 4.0 Honors: Pi Sigma Alpha, Yarrow Award for academic excellence

Notre Dame, IN

**American University in Cairo** Spring 20xx

Cairo, Egypt

**Arabic Language Institute** Summer 20xx

Amman, Jordan

Received Summer Language Abroad Grant

**RESEARCH and COURSES**

- Senior Honors Thesis, University of Notre Dame, May 20xx  
"Arab Spring and the Influence of Social Media on Political Dissent"
- Beyond Politics: an Undergraduate Review of Politics, University of Notre Dame, Fall 20xx  
"The Campaign Against Torture: The United States and the War on Terror"

Islamist Political Parties in Comparative Perspective International Human Rights Movement  
Political Economy of Globalization Causes of War

**LANGUAGES**

Modern Standard Arabic (Intermediate), Egyptian Colloquial Arabic (Beginner), French (Beginner)

**INTERNATIONAL EXPERIENCE**

- Product Managers, Mansour Group, Marketing Intern, Summer 20xx  
Studied and produced executive summary on marketing chain for Samsung products in Egyptian market

Cairo, Egypt

**Putubih Junior Secondary School, Volunteer**, Summer 20xx

Putubih, Ghana

- Taught English and technology classes to twenty-five 7th and 8th grade Egyptian students
- Drafted funding proposals for village projects in coordination with Putubih Students' Union and United Planet

**World Relief, Volunteer**, Summer 20xx

Rangoon, Union of Burma

- Planned lessons and taught English at summer camp for Burmese refugee children

**LEADERSHIP and SERVICE**

**Co-Founder and President, Gulf Coast Action League**, August - October 20xx

- Organize and led a week-long service trip of 25 students to New Orleans for rebuilding projects

**VOICE Committee, Center for Social Concerns**, 20xx - present

- Selected to serve on student advisory board to enhance the mission of the Center and promote student involvement

**Co-President, Notre Dame Peace Fellowship**, 20xx - present

- Facilitate reflective discussion to promote peace through prayer and nonviolent action

**Student Leadership Award, Student Government**, Fall 20xx, Fall 20xx

**Social Concerns Commissioner, Lewis Hall**, 20xx-20xx

- Organized dorm service events and promoted awareness of social justice issues

**ND Votes Commissioner, University of Notre Dame**, Fall 20xx

- Focused on registration, education, and mobilization of voters for the 20xx Election

**TECHNOLOGY**

ProQuest, Keesings, SSPS, and Microsoft Word, Excel, and PowerPoint

Group experiences to help them stand out

If you are seeking employment with a global company you may choose to have an international section

Use reverse chronological order within the groupings

SAMPLE RESUMES

Reverse Chronological with Emphasis on Sales and Trading

Emily Marie O'Connor

117 Lewis Hall, Notre Dame, IN 46656 | econor43@nd.edu | (574) 123-4567

EDUCATION

**UNIVERSITY OF NOTRE DAME**, Notre Dame, IN  
Bachelor of Business Administration in Finance

May 20xx  
GPA: 3.50/4.0  
May 20xx  
GPA: 3.87/4.00

**MARIST HIGH SCHOOL**, Louisville, KY  
Ranked in Top 5% of Class

EXPERIENCE

**INTERNATIONAL MARKET WATCH**, NOTRE DAME, IN  
Group Leader

- Analyze major economic trends and events across four geographic regions including both developed and emerging economies, culminating in weekly presentations and discussion panels
- Debate macro-investment ideas within different asset classes, including equities, interest rates, and foreign exchange, after discussing market trends and predicting their impact on the global economy

**UNDERGRADUATE WOMEN IN BUSINESS**, NOTRE DAME, IN  
Conference Committee Member

- Participate in bimonthly meetings, presentations, and mentorship programs as well as partnerships with other clubs
- Traveled to Robert W. Baird's office in Chicago to meet numerous female associates and executives and learn more about careers at the firm and in finance

**TRADING FLOORS**, NEW YORK, NY  
Job Shadow Participant

- Sat on the equities and fixed income trading floors at J.P. Morgan, Bank of America, Credit Suisse, and Goldman Sachs during Notre Dame's fall break

**UBS WEALTH MANAGEMENT**, CHICAGO, IL

- Constructed and reviewed portfolios to meet the specific financial needs of clients by taking into account risk aversion and liquidity needs
- Scrutinized macro and microeconomic releases in order to form an overall outlook on how different asset classes would perform in the near-, mid-, and long-term timeframes
- Provided support for internal sales team by helping clients manage risk while enhancing returns through different structured product opportunities

LEADERSHIP & EMPLOYMENT

**NOTRE DAME ECK VISITOR'S CENTER**, NOTRE DAME, IN

- Represent Notre Dame by presenting the University in a positive light while giving directions and answering phone calls
- Lead historical tours of campus while adding personal stories of campus experiences

**LEWIS HALL ATHLETICS**, NOTRE DAME, IN

- Coordinated monthly hall events to foster and strengthen dorm unity and school spirit

**CARDINALS COUNTRY CLUB**, LOUISVILLE, KY

- Monitored pool area for violations and potential hazardous situations, and assisted in the maintenance of the pool area
- Instructed and supervised instructional programs for all levels on stroke technique

SKILLS & INTERESTS

**Technical Skills:** Bloomberg Certified in Equities and Fixed Income Securities, Proficient in Microsoft Office  
**Interests:** Water skiing, trail biking, distance running, blackjack, Italian opera, humane society

Having a Bloomberg Certification is important for any trading position

This is the area to showcase your diverse interests and passions

EDUCATION

**University of Notre Dame**, Notre Dame, IN  
Bachelor of Business Administration  
Major: Finance  
Second Major: History  
Bloomberg Certification in both Equities & Fixed Income Securities

May 20xx  
Business GPA: 3.90/4.0  
Cumulative GPA: 3.80/4.0  
Dean's List 20xx - Present

EXPERIENCE

**Sorin Capital**, Greenwich, CT

- Analyzed a portfolio of 15 commercial properties using income and comparable methods of valuation such as DCF and capitalization rates to build assumptions that helped to maximize the return on investment
- Collaborated with the principal manager to outline a detailed timeline for creating and distributing unregistered securities to accredited investors in efforts to raise \$50 million to invest in distressed commercial real estate
- Built detailed operating models, researched risk factors and comparators, and completed various tasks for analysts to assist them with their coverage throughout the process

**Morningstar Capital**, Chicago, IL  
Investment Analyst Intern

- Developed strategic financial plans for prospective clients that are now being used by the marketing group to make financial proposals and recommendations to prospective clients, and has, thus far, resulted in the conversion of six prospects to clients
- Conceptualized and designed an innovative spreadsheet illustrating monthly trading activity which has been implemented by the investment committee as a tool in making portfolio and investment decisions
- Researched an updated cost basis for each security held in the client portfolios, which streamlined the client portfolio database and allowed clients to make better informed tax-based decisions

**Wall Street Prep Modeling Seminar**, Notre Dame, IN

- Completed an intensive two-day event covering applications of Accretion & Dilution and LBO models
- Constructed models from scratch through application of valuation concepts including EBIDA, Enterprise Value, WACC, and Treasury Stock
- Method through financial statement analysis and applied corporate finance

LEADERSHIP

**Notre Dame Entrepreneurship Society**, Notre Dame, IN

- Lead the marketing campaign for a keynote speaker address to the club by Chad Troutwine, CEO of Veitrus Prep and Forbes Magazine's "2002 Future Capitalist of the Year" (100 students projected to attend)
- Participate in society events, recruiting nearly 50 of the 200 new members this year

**Student International Business Council**, Notre Dame, IN

- Guided team to create pitch book with executive summary and financial model for home healthcare company
- Determined revenue and EBIDA drivers within industry and geographic region of operation
- Presented and defended final project, which consisted of research summary, projections, and final buyout price, to private equity partners at GTCR in Chicago at end of semester

**Finance Club**, Chicago, IL

- Visited Chicago offices of Citic, Credit Suisse, Goldman Sachs, Houlihan Lokey, Morgan Stanley, UBS, William Blair to learn about and distinguish their unique cultures, market coverage, and analyst's roles and opportunities

COMMUNITY SERVICE AND ACTIVITIES

**AthleteClub Secretary**, **Notre Dame Rugby Club**, Notre Dame, IN

- Compete on the varsity rugby squad against Division I schools as a wing and scrumhalf
- Reformed the process for gathering medical information leading to an efficient and organized records system

**Tutor**, **Notre Dame Center for Social Concerns**, Notre Dame, IN

- Participated in the Charles Black after-school program for underprivileged children
- Assisted twelve children with their homework, helped them develop skills, and acted as a role model

**Participant**, **Appalachia Service Project**, West Virginia and Tennessee

- Repaired homes for several impoverished families

INTERESTS & SKILLS

**Technical -** Proficient in Microsoft Office and Programming Languages C++, CSS, PHP, HTML  
**Interests -** Golf | Web Development and marketing | Elementary Education Reform | Run in the Holy Half Marathon | Jazz music | Fly Fishing | Reading the Classics, including those by Hemingway & Tolstoy | McKnight and Wyland Art

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This is the area to showcase your diverse interests and passions

Reverse Chronological with Emphasis on Investment Banking

Michael H. Graves

Campus Address: 495 Krough Hall, Notre Dame, IN 46526 | (574) 123-4567 | mgraves@nd.edu

EDUCATION

**University of Notre Dame**, Notre Dame, IN  
Bachelor of Business Administration  
Major: Finance  
Second Major: History  
Bloomberg Certification in both Equities & Fixed Income Securities

May 20xx  
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LEADERSHIP

**Notre Dame Entrepreneurship Society**, Notre Dame, IN

- Lead the marketing campaign for a keynote speaker address to the club by Chad Troutwine, CEO of Veitrus Prep and Forbes Magazine's "2002 Future Capitalist of the Year" (100 students projected to attend)
- Participate in society events, recruiting nearly 50 of the 200 new members this year

**Student International Business Council**, Notre Dame, IN

- Guided team to create pitch book with executive summary and financial model for home healthcare company
- Determined revenue and EBIDA drivers within industry and geographic region of operation
- Presented and defended final project, which consisted of research summary, projections, and final buyout price, to private equity partners at GTCR in Chicago at end of semester

**Finance Club**, Chicago, IL

- Visited Chicago offices of Citic, Credit Suisse, Goldman Sachs, Houlihan Lokey, Morgan Stanley, UBS, William Blair to learn about and distinguish their unique cultures, market coverage, and analyst's roles and opportunities

COMMUNITY SERVICE AND ACTIVITIES

**AthleteClub Secretary**, **Notre Dame Rugby Club**, Notre Dame, IN

- Compete on the varsity rugby squad against Division I schools as a wing and scrumhalf
- Reformed the process for gathering medical information leading to an efficient and organized records system

**Tutor**, **Notre Dame Center for Social Concerns**, Notre Dame, IN

- Participated in the Charles Black after-school program for underprivileged children
- Assisted twelve children with their homework, helped them develop skills, and acted as a role model

**Participant**, **Appalachia Service Project**, West Virginia and Tennessee

- Repaired homes for several impoverished families

INTERESTS & SKILLS

**Technical -** Proficient in Microsoft Office and Programming Languages C++, CSS, PHP, HTML  
**Interests -** Golf | Web Development and marketing | Elementary Education Reform | Run in the Holy Half Marathon | Jazz music | Fly Fishing | Reading the Classics, including those by Hemingway & Tolstoy | McKnight and Wyland Art

Having a Bloomberg Certification is important for any trading position

This is the area to showcase your diverse interests and passions

Interests can show that you are an intriguing person with diversified interests.

Reverse Chronological with Emphasis on Accounting

KRISTEN KELLY

School Address: 10000 Cedar Street, South Bend, IN 46637  
 Permanent Address: 20000 Shamrock Drive, Greencastle, IN 40000  
 Email: kkelly@nd.edu, Phone: (574) 123-4567

EDUCATION

**UNIVERSITY OF NOTRE DAME**  
 Master of Science in Accountancy  
 Bachelor of Business Administration  
 Major: Accountancy; Minor: Peace Studies

Notre Dame, IN  
 May 2018  
 May 2017  
 Cumulative GPA: 3.39/4.00

If applicable, put CPA eligible with 150 hours completed by senior year

**NOTRE DAME LONDON PROGRAM**

Study Abroad, International Business Certificate

London, England  
 Fall 2015

HONORS

Indiana CPA Society Scholarship Winner  
 Lilly Community Foundation Scholar  
 Whirlpool Sons and Daughters Scholarship Winner  
 Beta Alpha Psi Member

EXPERIENCE

**Crowe Horwath, LLP**

Indianapolis, IN  
 June-August 2016

- Prepared personal, business, and not-for-profit tax forms and returns
- Compiled research for specific tax positions, including FIN 48 support
- Assisted with research for client prospecting projects
- Wrote memoranda detailing consequences of corporate restructuring plans

**Tax Assistance Program**

- *Volunteer Tax Preparer*  
 Mishawaka, IN  
 January-April 2016
- Prepared personal income tax returns for South Bend/Mishawaka community
- Gained familiarity with IRS forms and reading tax code
- Developed professional skills of responsibility, client service, and confidentiality

**BBDO Europe**

- *Special Projects Assistant, Controller's Team*  
 London, UK  
 September-December 2015
- Processed taxable benefits through analysis of expense claims and current policy
- Calculated balances and issued invoices to agencies
- Organized supplier invoices and updated reference to reflect payments

LEADERSHIP

**Greencastle Community School Corporation**

- *Human Resources Intern*  
 Greencastle, IN  
 May-July 2015
- Prepared employee mailings and information packets for new hires
- Processed employment verification and loan forgiveness forms
- Updated employee database and worked to eliminate excessive usage of paper
- Gained exposure to the internal functioning of a government-funded office

**Ryan Hall**

- *Resident Assistant*  
 Notre Dame, IN  
 August 2016-May 2017
- Supervised the safety and well-being of 267 hall residents
- Trained to handle emergencies, conflicts, and dorm management
- Served as temporary hall president, judicial commissioner, and on orientation staff

ACTIVITIES

*Tutor*, Notre Dame Academic Services for Student-Athletes  
*Student Assistant*, Notre Dame London Undergraduate Program

SERVICE

*Volunteer Receptionist*, American Red Cross, South Bend, IN  
*Site-leader*, Urban Plunge, Indianapolis, IN  
*Participant*, Appalachia Seminar, David, KY

Reverse Chronological with Emphasis on Consulting

Molly Irish

54646 Irish Crossings Lane • South Bend, IN 46637 • 333-222-1111 • mirish@nd.edu

EDUCATION

**University of Notre Dame, Notre Dame, IN**  
 Bachelor of Arts, Double Majors: International Economics-Spanish and English  
 GPA: 3.87/4.00 Dean's List Fall 20xx-Fall20xx

May 20xx

Highlight concentrations or course work

**Fundación Ortega y Gasset, Toledo, Spain**  
 GPA: 4.0/4.0

Spring 20xx

INTERNSHIPS

**Huron Consulting Group, Chicago, IL**

Summer 20xx

- *Healthcare Summer Business Analyst*
- Assisted in on-site implementation of Centralized Patient Access Services for hospital network in Corpus Christi, Texas
- Completed time studies of newly implemented processes, validating reporting metrics with Huron project team
- Explained reporting tool to client director, created training plans, and updated all client guides
- Won intern case competition with team of 5 interns

**U.S. Securities and Exchange Commission, Washington, D.C.**

Summer 20xx

- *Summer College Honors Intern, Office of Education and Advocacy*
- Collaborated with financial agencies such as the Commodities Futures Trading Commission, the Department of the Treasury, and the Federal Reserve to coordinate a conference educating teachers on the financial market
- Organized conference operations including emailing applicants, coordinating speakers, arranging catering and transportation, and creating program material

LEADERSHIP

**Advisory Board Member, Consulting Consortium**

Fall 20xx-Present

- Invited to board to advise students interested in consulting about the work, lifestyle, and recruitment process
- Assist consortium leadership with events and projects, such as the creation of a Notre Dame case preparation booklet
- *Project Coordinator; Deloitte Case Competition*  
 Spring 20xx
- Guided team of eight students in analyzing, evaluating, and preparing presentation for a Mergers & Acquisitions case study
- Won 2nd Place among 20 other teams for extensive research and presentation clarity and style

**Dean's Fellow, Treasurer, College of Arts and Letters**

Spring 20xx-Present

- Endorsed by faculty and accepted by the fellows
- Provide opportunities and support for students to become academically and culturally engaged in events on campus
- Directed committee in organizing events to enrich the academic lives of Notre Dame students
- *Chairperson, Sophomore Class Council Education Committee*  
 20xx-20xx
- Directed Professor-Student coffee house series to encourage conversation between faculty and students in a relaxed setting
- *Project Leader, Member, Student International Business Council*  
 20xx-20xx
- Led projects to assess a company, identify means to add value to the company, and create a recommendation for improvement
- Prepared analyses on projects sponsored by The Boston Consulting Group, McKinsey & Company, and Goldman Sachs
- Traveled with team to Goldman Sachs to present analysis

EXPERIENCE

**University of Notre Dame, Notre Dame, IN**

Spring 20xx-Present

*Writing Center Tutor*

- Recommended by faculty to tutor undergraduate and graduate students in academic, essay and formal writing
- Presented at National Council on Peer Tutoring in Writing (NCPWTW) Conference in October 20xx in Orlando, FL
- Received \$1000 grant from Notre Dame and \$150 grant from NCPWTW to conduct research and travel to conference

**Nordstrom, Tyson's Corner, VA**

Summer 20xx

- *Sales Associate, Men's Sportswear*
- Effectively operated Nordstrom's POS system, earned wages on commission

SKILLS & INTERESTS

*Technical:* Microsoft Word, Excel, PowerPoint, Access; STATA | *Language:* Advanced Spanish speaking and writing  
*Interests:* Drawing and painting | Traveling abroad | Reading historical fiction | Alpine skiing | Running | Piano

SAMPLE RESUMES

Combination Resume with Emphasis on Technology

Mark W. Howard

Campus Address: 143 Stanford Hall, Notre Dame, IN 46556 • Cell: (614) 123-4567 • mhowar@nd.edu

EDUCATION

**University of Notre Dame**, Notre Dame, IN  
 Bachelor of Science Major: Computer Engineering  
 Engineering Honors Program  
 May 20xx  
 GPA: 3.62/4.0

**Notre Dame London Program**, London, England  
 Summer 20xx

INTERNSHIP

**Lake Shore Cryptonics, Incorporated**, Westerville, OH  
*Product Development Intern*  
 Summer 20xx - Winter 20xx  
 • Developed a user interface and implementation using C# in Visual Studio to send a new system inputs and receive outputs in a serial port, along with graphing outputs and logging data to CSV files  
 • Wrote programs in LabVIEW to acquire and manipulate experimental data from various instruments and interpreted results which helped clarify a hardware problem causing drift in output values  
 • Evaluated the operating temperatures of FETs on a large magnet power supply design to determine what voltage the regulator should produce for safe operating temperatures and altered the existing circuit to allow for safer regulator voltage using a circuit design software  
 • Experimented with the calibration process of several large magnet systems to create a faster, more efficient process, reducing calibration time from one hour to 5 minutes

RESEARCH

**Electrical Engineering Research with Dr. Peter Bauer**, Notre Dame, IN  
*Research Assistant*  
 Fall 20xx - Fall 20xx  
 • Explored the possibility of using constant power levels and adding energy storage to heavy machinery with large diesel engines to increase fuel efficiency over using continuously changing power  
 • Developed an algorithm to simulate an engine switching between several constant power levels to show how an engine might use constant power levels with energy storage instead of always changing power  
 • Wrote MATLAB code to calculate fuel consumption efficiency as a function of energy storage and discovered an increase in fuel efficiency up to 31% depending on the energy storage capacity  
 • Presented findings to Electrical Engineering faculty members and published a final report with the results of the research to be presented at a conference in Dearborn, Michigan in June 20xx

EXPERIENCE

**Web Applications Project**, Notre Dame, IN  
*Project Partner*  
 Spring 20xx - Present  
 • Design, implement, and validate web software using a real domain name  
 • Learn the skills needed to launch a modern web application on Amazon Web Services, such as interfaces for web applications, server and client scripting and database integration, and security  
**SAE International Formula Hybrid Competition**, Notre Dame, IN  
*Team Member*  
 Fall 20xx - Present  
 • Collaborate in a 25-person team to design and build a formula one car to race in competition  
 • Create and develop a series hybrid powertrain system as part of the electronics team

ACTIVITIES

**Competitor, Bengal Bouts Boxing Tournament**, Notre Dame, IN  
 Fall 20xx - Present  
 • Train 10 hours a week for five months to compete in the largest amateur boxing tournament in the world  
 • Raise money for Holy Cross missions which build primary and technical schools in Bangladesh  
*Staff Member, Freshman Orientation Weekend*, Notre Dame, IN  
 Fall 20xx  
 • Welcomed the incoming freshman to campus by providing advice on college life and social activities

TECHNICAL SKILLS

C, C++, Microsoft Visual C#, basic Java, Python, Unix, MATLAB, LabVIEW, Microsoft Office

Reverse Chronological with Emphasis on Internship Experience

Laura A. Anderson

lauraa@nd.edu, (574) 123-4567

Current Address: 1000 Bulla Road, South Bend, IN 46637  
 Permanent Address: 20000 Westdale Drive, Burlington, VT 05401

OBJECTIVE

To obtain a mechanical engineering position in the healthcare industry utilizing communication, project management, and problem solving skills

EDUCATION

**University of Notre Dame**  
 Bachelor of Science  
 Major: Mechanical Engineering  
 Notre Dame, IN  
 May 20xx  
 GPA: 3.29/4.0

**University of Notre Dame London Program**

International Studies  
 London, England  
 Fall 20xx

INTERNSHIP

**General Electric Healthcare**  
*Service Engineer*  
 Waukesha, WI  
 Summer 20xx  
 • Led six-person cross-functional team to develop and implement a magnetic resonance (MR) system packaging configuration which reduced annual materials and labor costs by ~\$150K  
 • Streamlined MR calibration process by driving integration of new service tools and restructuring the process flow to reduce theoretical MR installation time by seven percent  
 • Applied lean principles in developing new installation process for MR equipment, resulting in ~\$100K cost reduction and 83% installation time reduction  
 • Conducted on-site audit of MR system installation to provide a baseline for validation of upcoming life cycle staging pilot

EXPERIENCE

**Orthopedic Biomechanics Laboratory**  
*Undergraduate Research Assistant*  
 Notre Dame, IN  
 Spring/Fall 20xx-present  
 • Execute first phase research and design of bio-mimetic meniscus implant, human knee  
 • Collaborate with undergraduate team to adapt design of minimally invasive implant, human hip, for small-scale testing and to develop live-bone analysis procedure for small-scale implant prototypes

**College of Engineering**

*Peer Mentor*  
 Notre Dame, IN  
 Fall 20xx-present  
 • Instruct and advise 25 students on the concepts of Introduction to Engineering Systems  
 • Design and maintain section webpage

LEADERSHIP

*Vice President*, Joint Engineering Council  
*Representative*, London Student Advisory Council  
*Speaker Committee Chair*, Society of Women Engineers  
 20xx-20xx Academic Year  
 20xx-20xx Academic Year  
 Spring 20xx

ACTIVITIES

*Career Fair Committee Member*, Engineering Industry Day  
*Volunteer*, Appalachia Spring Break Service Learning Seminar  
*Admissions Ambassador*, University of Notre Dame

COMPUTER

MATLAB, Ansys, C++, Pro/E, Microsoft Office

If choosing to write an objective, list the type of position you are seeking, the industry, and skills you possess that are desired for the position to which you are applying

Create a separate internship section to emphasize internships

Quantify results when possible



Medical School Resume

Adam M. Wilson

Current Address: 4 O'Neill Hall | Notre Dame, IN 46556 | (574) 123-4567 | adamwilson@nd.edu  
Permanent Address: 40 Red Oak Road | Lakeview, IL 1 60001

EDUCATION

University of Notre Dame | Notre Dame, IN May 20xx  
Bachelor of Science, Majors: Science Pre-Professional and Spanish GPA: 3.6/4.0

Universidad Popular Autónoma del Estado de Puebla | Puebla, Mexico

EXPERIENCE

The Hill Lab - Professor Reginald Hill | Notre Dame, IN Fall 20xx – Present

- Utilize different scientific techniques of splitting cells in studying the biology of cancer
- Received a research grant studying the relationship between pancreatic cancer and Hydrogen Sulfide Salts

Minority Pre-Med Society

Secretary | Notre Dame, IN

- Organize workshops for pre-med majors and get speakers to give advice on the medical school application process
- Plan and manage the annual blood drive for the Notre Dame campus, one of the biggest blood drives on campus

Common Hope

Medical Volunteer | Antigua, Guatemala

- Assisted in pharmacy, dental, medical, and mobile clinics while providing public health talks in schools
- Promoted and participated in community health fairs, created public health related flyers, and accompanied social workers on home visits

Choula General Hospital

Medical Intern | Puebla, Mexico

- Supported physicians in two public hospitals to gain exposure to experience of international medicine
- Performed in-depth rotations with physicians and surgeons while speaking Spanish to patients
- Identified deficiencies in various departments: gynecology, internal medicine, surgery, pediatrics, pathology

Mother Theresa House

Caretaker | Lansing, MI

- Cared for the terminally ill in a non-profit house and administered daily medication

LEADERSHIP

Resident Assistant – O'Neill Hall

University of Notre Dame | Notre Dame, IN

- Devise programs and activities designed to meet the needs of residents and establish rapport within the community
- Participate in a rotational management schedule during the evening hours arranged with and approved by the Rector
- Build relationships with residents to provide direct academic assistance and appropriate educational referrals

Undergraduate Teaching Assistant

University of Notre Dame – Biology Department | Notre Dame, IN

- Serve as liaison between students and professor, learning different ways to teach based on different learning styles

ACTIVITIES

College Mentors for Kids | Vice President

- Develop weekly activities with students in 4th through 6th grade focusing on higher education and career goals

The Observer | Sports Columnist

- Wrote over 100 sports columns that included game previews and recaps, feature stories on Notre Dame Athletics

SKILLS

Technical: Proficient in Microsoft Word, Excel, PowerPoint, and Visio

Language: Proficient in conversational and written Spanish

Interests: Aviation, Fantasy Football, Chicago Bears, Service Opportunities, South American culture, Twitter, Chipotle

Experience can be paid or volunteer

Reverse Chronological with Emphasis on Research/Publications

Robyn-Elizabeth Lavine

relavine2@nd.edu | (555) 555-5555  
Current Address: 111 LaSalle Ave. • South Bend, IN 46617  
Permanent Address: 222 Newbury St. • Boston, MA 02115

EDUCATION

University of Notre Dame, Notre Dame, IN May 20xx  
Bachelor of Science, Major: Biochemistry GPA: 3.32/4.0

RESEARCH

Organic Chemistry Laboratory, Dr. Christina Yang, University of Notre Dame  
Synthetic: Organic Chemist Spring 20xx

- Contributed to analog synthesis of polyketide natural products tetanolide and myriaporone- $\frac{3}{4}$  for cancer research
- Developed synthesis schemes to novel GEX1A analogs for Niemann-Pick Type C (NPC) disease research
- Continued GEX1A analog efforts and independently developed synthesis schemes for additional analog studies

Siteman Cancer Center, Dr. Dereck Shepherd, University of Seattle  
Research Scholar Summer 20xx

- Developed tissue bank through patient-derived tumor xenografts of colorectal cancer (CRC)
- Explored influence of CCR2 ligands on monocyte recruitment to tumor environment in CRC
- Performed qPCR on CRC tissue to quantify RNA and ELISA to evaluate protein expression

Follow your industry's proper citation process

PRESENTATIONS & PUBLICATIONS

Adams, G.N., Lavine, R.E., and Dahlen, E.B. (May 20xx). *Intracellular Motility of Autographa californica M nucleopolyhedrovirus via F-Actin in Trichoplusia ni*. Poster presentation at Undergraduate Research Symposium, University of Notre Dame.

Lavine, R.E. (20xx). Structure, Stability, and Diffusion Arsenic Silicone Interstitial Pairs. *Journal of Applied Physics*, 9(23), 105-118.

EXPERIENCE

Introduction to Biology Laboratory, Notre Dame, IN

Teaching Assistant Fall 20xx – Spring 20xx

- Taught two sections of lab to 25 freshmen biology majors
- Collaborated with a team of undergraduate teaching assistants to prepare labs, answer questions during lab sessions, and grade assignments covering a broad range of biological science topics

Scripps Hospital, Boston, MA

Emergency Department Volunteer

- Observed physicians and nurses completing medical procedures

Summer 20xx

Includes key lab skills

SKILLS

Laboratory: Photomicroscopy, Mass Spectrometry, Immunocytochemistry, Plasmid DNA Isolation, Transformation

Computer: Microsoft Office, Adobe Photoshop, HTML

Language: Fluent in French

SAMPLE RESUMES

Reverse Chronological with Emphasis on Athletics

**Matt Miles**

Current Address: 100 Drenth Drive • Notre Dame, IN 46556 • (574) 123-4567 • mmiles25@nd.edu  
 Permanent Address: 300 Drenth Drive • Notre Dame, IN 46556 • (574) 123-4567

**OBJECTIVE** To obtain a full-time engineering position in the communications industry applying teamwork and leadership skills

**EDUCATION** **UNIVERSITY OF NOTRE DAME** Notre Dame, IN  
 Bachelor of Science, Electrical Engineering, May 20xx  
 Overall GPA: 3.123/4.0

**RELEVANT COURSES** Signals and Systems Semiconductors I & II Magnetic Fields and Waves  
 Neural Networks Electrical Circuits I & II Communication Systems

**EXPERIENCE** **OFFICE OF INFORMATION TECHNOLOGY** Notre Dame, IN  
*Computer Cluster Consultant*, Summer 20xx  
 • Provided technical assistance to lab users regarding the use of printers, scanners, computers and software applications  
 • Maintained printing facilities and Linux, Solaris, and Windows machines

**NCAA ATHLETICS** **UNIVERSITY OF NOTRE DAME VARSITY BASKETBALL TEAM**  
*Forward - 20xx-Present, Captain - Present*  
**Teamwork:**

- Help lead team to four consecutive 20+ win seasons and berths in NCAA tournament
- Develop communication skills while working with eleven team members
- Set and achieved individual targets that fostered ultimate team goals

**Character:**

- Accustom to performing in pressure situations
- Establish strong work ethic necessary to perform at a high level
- Successfully balance academic and athletic time commitments

**LEADERSHIP** **ROSENTHAL LEADERSHIP ACADEMY** Notre Dame, IN  
*Selected Participant*, Fall 20xx- Spring 20xx  
 • Nominated on behalf of peers, coaches, and support staff to represent the program in monthly meetings, retreats, and workshops

**STUDENT ADVISORY COUNCIL** Notre Dame, IN  
*Member*, Fall 20xx  
 • Contributed to the overall experience of student athletes by organizing events and workshops to promote the mission of the council; community, camaraderie, career, communication, and character

**ACTIVITIES** *Planning Committee Member*, Freshmen Retreats, 20xx-20xx  
*Eucharistic Minister*, Sacred Heart Basilica and Stamford Hall, 20xx-Present  
*Overnight and Day Host*, Notre Dame Prospective Students, 20xx-20xx  
*Volunteer*, Urban Plunge, New York, NY, December 20xx  
*Volunteer*, Habitat for Humanity, Spring Break 20xx



Reverse Chronological with Emphasis on Marketing and FTT

**JOSHUA BELL**

Campus: 822 N St. Peter Street | South Bend, IN | 46610 | 574-123-4567 | jbell@nd.edu  
 Permanent: 111 Main Street | Los Angeles, CA | 93302

**EDUCATION** **UNIVERSITY OF NOTRE DAME**, NOTRE DAME, IN  
 BACHELOR OF ARTS MAJOR: FILM & TELEVISION PRODUCTION MINOR: BUSINESS ECONOMICS  
 MAY 20XX

**INTERNSHIPS** **JARRETT CREATIVE**, NEW YORK, NY  
*Development/Production Intern*  
 June 20xx – August 20xx  
 • Created pitches for different networks like USA, CMT, and VH1 and helped move already picked up projects forward by researching leads and following up with potential talent  
 • Acted as a production assistant on set of a Lifetime Movie Network show

**2014 IRTS SUMMER FELLOWSHIP PROGRAM**, NEW YORK, NY  
*Fellow*  
 June 20xx – August 20xx  
 • Selected as one of fifteen fellows from a pool of over 1,100 to participate in a summer media internship incorporating numerous career planning seminars

**VH1 NEWS, VIACOM**, NEW YORK, NY  
*Intern*  
 June 20xx – August 20xx  
 • Managed VH1 Connected Content by keeping track of video views and viewer engagement and pairing VH1 News articles with related video content  
 • Transcribed and organized event, junket, and red carpet celebrity interviews  
 • Compiled research on celebrities and assisted on interview shoots in a production assistant role

**THE X FACTOR**, LOS ANGELES, CA  
*Logue/Production Assistant*  
 July 20xx  
 • Assisted with the LA auditions and Top 40 Reveal episodes for the 3rd season of The X Factor  
 • Logged and transcribed arrivals and backstage segments for character realities

**AMERICAN PAVILION, CANNES FILM FESTIVAL**, CANNES, FRANCE  
*Film Documentary Intern*  
 May 20xx  
 • Edited and filmed a documentary of the eight internship programs offered by the American Pavilion

**EXPERIENCE** *Student Assistant, MARKETING COMMUNICATIONS*, NOTRE DAME, IN  
 October 20xx – Present  
 • Assist the department with video production of news packages and human-interest stories for website  
 • Gather information, edit pieces, log footage, shoot B-roll and write script

*Participant, LOS ANGELES ENTERTAINMENT CAREER TREK*  
 March 20xx  
 • Immersed in a 6-day industry focused experience exploring the many careers in entertainment  
 • Visited with over 25 representatives in the industry, representing numerous job functions and various sectors ranging from television studios to talent agencies  
 • Gained valuable insights into career fit and navigating the entertainment field



**LEADERSHIP** **FISHER REGATTA HEAD COMMISSIONER**  
 August 20xx – May 20xx  
 • Managed a staff of over 20 people and oversaw every aspect of the event from paperwork to day of event  
 • Interacted directly with food, beverage, and apparel vendors, Notre Dame Security, and Student Affairs to ensure that the event ran smoothly in the eyes of attendees, staff, and Notre Dame authorities  
 • Served as Marketing Commissioner for freshman year

**FISHER HALL DANCE COMMISSIONER**  
 January 20xx – May 20xx  
 • Planned dances, called food vendors, and DJs, organized venues and ticket distribution

**NOTRE DAME FRESHMAN CLASS COUNCIL**  
 20xx – 20xx Academic Year  
 • Created apparel for the Class of 20xx from the design phase to selling and distribution, raised over \$10,000 from shirt sales  
 • Organized and managed Freshman Class Council Concession Stand and raised over \$3,000 in revenue

**SKILLS** Computer: Proficient in MS Word, PowerPoint, Excel, Adobe Photoshop, Premiere Pro and Final Cut Pro  
 Interests: Soccer, Graphic Design & Creating Posters, Stand Volleyball

Reverse Chronological With Emphasis on Experiential Opportunities

Alex Martin

Campus: 428 Knott Hall | Notre Dame, IN 46556 | amartin@nd.edu | 574-123-4567  
 Permanent: 555 44th Lane | Ellwood, PA, 44444

**EDUCATION**  
 University of Notre Dame  
 Bachelor of Arts, Majors: Mathematics and Program of Liberal Studies  
 Glyn Family Honors Program  
 GPA: 3.96/4.00  
 Notre Dame, IN  
 May 20xx  
 Chestnut Hill, MA  
 Fall 20xx-Spring 20xx

**FELLOWSHIP**  
 Intercollegiate Studies Institute Honors Fellow  
 • Attended an on-campus conference participating in lectures on politics, economics, society, and engaged in discussion and debate on key topics  
 • Developed public, private, and social-sector solutions to national problems with professor in year-long mentoring fellowship  
 Create a section to highlight a unique experience

**EXPERIENCE**  
 Student International Business Council, Project Leader, Notre Dame, IN, Fall 20xx-Present  
 • Develop a growth strategy for Dunkin Donuts and will present recommendation to BCG consultants at their Chicago office  
 • Led the Fall 20xx semester BCG project which entailed developing a turnaround plan for USA Today

**Arts and Letters Business Boot Camp, Selected Participant, Chicago, IL, March 20xx**  
 • Conducted SWOT analysis of a troubled firm in a case study, used a DCF model to determine that a new product launch was the best way to proceed, presented and defended model and launch plan to Goldman Sachs, FCB, and Aon  
 • Selected as one of 16 Notre Dame students from the College of Arts and Letters for a week-long intensive seminar that focused on multiple aspects of business: finance, accounting, and marketing concepts

**Bridge Project, Denver, CO, Intern, Summer 20xx**  
 • Taught math, reading, and physical education to inner-city students and increased reading scores by an average of half a grade level over the summer  
 • Created physical education curriculum that boosted student satisfaction, contributing to 20% better attendance rate than the previous year

**Training the Street, Corporate Valuation Seminar Participant, Chestnut Hill, MA, September 20xx**  
 • Conducted relative and intrinsic valuation of a company targeted for a hostile takeover using public and acquisition comps and DCF modeling  
 • Prepared arguments for takeover defense based on our valuation of the company

**Program of Liberal Studies Student Advisory Committee, Representative, 20xx-Present**  
 • Provide student input to head of academic department  
 • Evaluate candidates for teaching positions and make recommendations regarding new hires  
 • Plan and execute academic and social events

**Notre Dame Gender Relations Center, Peer Educator and Leadership Council, 20xx-Present**  
 • Create and speak at programs relating to gender roles, body image, and eating disorders  
 • Organized anti-sexual violence march in cooperation with Take Back the Night, national organization

**Boston College Lecture Series, Chair, 20xx-20xx**  
 • Proposed program on healthcare, identified topics and contacted speakers to bring to Boston College  
 • Chose moderators, time, venue, and ensured program was executed smoothly

**SKILLS**  
 Language: Proficient in Mandarin, Basic in Spanish  
 Technical: Microsoft Office

Sample Resume/CV for Applying to Graduate School

Aurora E. Smith  
 55555 Smart Way • Granger, IN 55555 • (555) 555-5555 • auroresmith@noemail.com

**EDUCATION**  
 University of Notre Dame, Notre Dame, IN  
 Bachelor of Arts, *summa cum laude*  
 Film, Television, and Theatre Concentration: Television  
 May 20xx

**RESEARCH**  
 Independent  
 Senior Thesis "Coveted Demos and Better Tomatoes: Contemporary Teen Television and the Small-Town Idyll." Advisor: Rory Huntsberger  
 • Researched how small town settings function to attract varied demographics to teen television texts  
 • Presented to the Department of Film, Television, and Theatre  
 "You Know You Love Me: Contemporary Celebrity Gossip Blogs and the Illusion of the 'Real.'" FTT Special Studies, Advisor: Jess Mariano, Fall 20xx

**Research Assistant**  
 Professor Kevin Dreyer, Director of Theater, June 20xx-present  
 • Produced comprehensive, high-level study guides for faculty wishing to incorporate departmental productions into course syllabi  
 Professor Max Medina, Department of Film, August 20xx-20xx  
 • Conducted archival research utilizing The Walt Disney Company's annual reports

**SCHOLARLY PRESENTATION**  
 Smith, A.E. March 20xx. "Gender-Bending Baddies: The Conflation of Evil and Gender Deviance in the Works of Walt Disney". Presented at The Society for Cinema and Media Studies Conference Chicago, IL

**ACHIEVEMENTS**  
 Outstanding Work in Television Studies, University of Notre Dame  
 Induction into Phi Beta Kappa  
 Martin's Supermarket Scholarship  
 May 20xx  
 May 20xx  
 June 20xx-20xx

**EXPERIENCE**  
 Student Administrative Assistant, Notre Dame, IN  
 Department of Film, Television, and Theatre  
 • Provided assistance and information to prospective and current majors  
 • Wrote and edited copy for departmental promotional material  
 • Carried out a variety of short-term research projects at professors' requests  
 August 20xx-20xx

**Honors Program Participant, Notre Dame, IN**  
 Department of Film, Television, and Theatre  
 • Produced and presented a substantial piece of independent research  
 • Completed an honors seminar and participated in an honors colloquium  
 January 20xx-20xx

**Student-Athlete Tutor, Notre Dame, IN**  
 Office of Academic Services for Student-Athletes  
 • Tutored student-athletes enrolled in Basics of Film and Television and Introduction to Business Statistics  
 February 20xx

**Undergraduate Representative, Notre Dame, IN**  
 Department of Film, Television, and Theatre External Review Board  
 • Selected by professors to provide feedback about undergraduate experience in the department to a panel of external reviewers

**PROFESSIONAL ASSOCIATIONS**  
 Independent Film Research Association, 20xx-present  
 American Alliance for Theater and Education, 20xx-present

Additional sections you may wish to include are Professional Associations and Presentations

## CREATING THE FEDERAL RESUME

- 1) Create your USAJobs.gov account and build your federal resume with the Resume Builder to apply for jobs and internships posted on USAJobs.gov
- 2) The Federal Resume is not a 1-page resume! Your resume may be 2-5 pages long, but strategically tailor the resume for each position.
- 3) **Key Word Match with the Announcement**  
Tailor the wording in your resume to reflect the exact language of skills, experiences, and duties used in the posting, as long as you have actually done these things. This is key to obtain application points.
- 4) **Think broadly to demonstrate experience and skills mentioned in the announcement.**  
Include any related experiences — unpaid, volunteer, club leadership, high school, college, summer internships as long as are relevant and demonstrate you have experience required in the posting. For some opportunities, a year of courses can count for a year of experience. List courses and credit hours if clearly relevant.
- 5) **Use the CCAR model to demonstrate accomplishments and results.**  
Utilize brief paragraphs or bullet statements in Experience and Additional Information sections that include:
  - \*\* Context (why was this important)
  - \*\* Challenge (what obstacles/risks did you face)
  - \*\* Action you took (not the team's)
  - \*\* Result (what your action improved, changed, impacted)
- 6) **Make it your goal to earn 100 rating points for each application package.**  
The Additional Information section can hold 20,000 characters. Include all relevant information concisely. Divide the section into sub-categories such as Leadership, Activities, Honors, Professional Associations, Service. Include all activities, even from high school, that demonstrates you have the knowledge, skills, abilities, or experiences required.
- 7) **If you are required to complete a Questionnaire**  
You MUST have very few “no” responses on the Questionnaire to score enough points to be considered eligible. Think outside of the box. For example, have you ever owned your own business? If you mowed lawns for summer money; if you ran a computer repair service for your neighbors – you can respond “Yes.” Have you scheduled people? If you scheduled children for swimming, music, or tutoring lessons – you can respond “Yes”.  
**SAVE the job posting.** You cannot access it after the posting closes.
- 8) **Review your application before submitting.** If any required question or documentation is missing, your application will not be considered.
- 9) **Questions about the posting?** Contact the person, number, or email on the job posting often listed under “How to Apply.”
- 10) **Questions about the posting?** Contact the person, number, or email on the job posting often listed under “How to Apply.”

## SAMPLE FEDERAL RESUME

### Mary Ann Kyle

10000 South Rd, Apt 456, LaPlace, WV 46637  
mkyle@nd.edu w 888.333.1111

Country of Citizenship: USA  
Veterans' Preference: No  
Highest Grade: Not Applicable

**Availability:** Job Type: Permanent, Recent Graduates  
Work Schedule: Full Time

**Desired Locations:** US-MD-Fort Meade  
US-MD-Greater Baltimore Area  
US-DC-Washington/Metro  
US-MD-Annapolis

USAJobs.gov Resume  
Builder has predefined and  
ordered category divisions

### EXPERIENCE

#### Rolf's Sports Recreation Center

Notre Dame, Indiana

#### Front Desk and Customer Service Liaison

Supervisor: Jordan Mann (777-000-0000)

Okay to contact this Supervisor: Yes

This details  
required in the  
Experience section

August 20XX – Present  
Grade Level: N/A  
Hours per week: 15

- Promote campus-wide sporting events, including annual Domer Run and intramural activities, resulting in higher attendance and wider participation
- Provide excellent customer service to all patrons and guests
- Implement new policies and procedures and adapt to new management strategies to facilitate effectiveness
- Evaluate existing systems and anticipate patrons' requests to improve efficiency
- CPR/AED Certified

#### St. Jude Children's Research Hospital

Memphis, Tennessee

#### Volunteer Services Intern – Shift Programs (paid)

Supervisor: Suzy Star (999-788-1111)

Okay to contact this Supervisor: Yes

Summer 20XX  
Grade Level: N/A  
Hours per week: 45+

Excellent use of  
CCAR model

- Led the Helping Hands program providing families of terminally ill children with critical volunteer support & expertise
- Managed all adult volunteers; arranged training, scheduling, communications, and coordination with hospital caregivers
- Organized, analyzed and interpreted past and present data for FY 2016 departmental planning
  - o Created planning chart and presentation to synthesize the financial significance of past data and future plans for the Director
- Researched the volunteer training and integration process and benchmarked improvements in four categories:
  1. Implemented various techniques to ease daily volunteer tasks
  2. Updated and created original training manuals for supervisors, volunteers, and Shift Program Interns
  3. Investigated different approaches to orientations to improve interaction and retention
  4. Explored new strategies for scheduling through self-scheduling on Volgistics

Each of the above streamlined the integration process of volunteers to be faster, easier, and more efficient.
- Planned, budgeted for, and produced 12 volunteer profile articles for website
- Planned the Volunteer Services Staff Retreat – budgeted for food, rented space, supplies, and activities
- Evaluated comparative rates of hotel/conference options for the TN Healthcare Volunteer Professionals Conference
  - o Acquired and processed final contract from selected hotel and conference center
  - o Created information brochure for guests



**Parliament of the United Kingdom**  
London, England

Fall 20XX  
Grade Level: N/A  
**Hours per week: 12-15**  
**Parliamentary Intern to Nick Gibb MP, Minister of State for the Department of Education**  
Supervisor: Corine Seafoam (cseafoam@parliament.uk)  
Okay to contact this Supervisor by email: Yes

- Coordinated appropriate departments to address constituency issues and campaign and policy matters
- Responded to constituents directly regarding campaign and policy issues, and individual cases
- Updated and organized campaign and constituent case files; improved response accuracy and speed
- Researched and prepared information memos to ensure the MP was informed and ready for event meetings

**Andiamo Ventures**

Clinton, New Jersey  
Summer 20XX  
Grade Level: N/A  
**Hours per week: 40**

Note use of specific and well-chosen action verbs

**Summer Intern (paid)**

Supervisor: Theodore Martin (555-444-3333)  
Okay to contact this Supervisor: Yes

- Benchmarked best practices among competitors and analogs for new Web and app media venture
- Evaluated and identified site technology for efficiency, reliability, and critical user issues in future implementation
- Contributed original artwork for site and app icons and for brand logo
- Involved in every aspect of the small start-up from finance and marketing to brand management and user experience

**Hunterdon Art Museum, Department of Education**

Clinton, New Jersey  
Summer 20XX  
Grade Level: N/A  
**Hours per week: 45+**

**Summer Intern (paid)**

Supervisor: Joy Bogale (355-444-2222)  
Okay to contact this Supervisor: Yes

- Planned and promoted approximately 50 art courses for over 450 children and adults
- Organized and administered course registration and notification processes for weekly camp sessions
- Coordinated and managed teacher and volunteer assistants' daily schedules and activities
- Created art exhibition guides, and assisted the Director of Education on various projects
- Synthesized and utilized data to build the strongest business plan possible resulting in the highest level of enrollment, revenue, and membership applications in three years

**Teacher's Assistant (Summers 2008-2010)**

- Helped prepare, teach, and run art camps for children ages 4-15

**EDUCATION**

**University of Notre Dame w Notre Dame, Indiana 46556 US**  
**Bachelor of Arts, May 20XX**

148.5 Semester Hours

GPA: 3.88 out of 4.0. Dean's List all semesters

Major: Economics, Sociology (double major); Studio Art minor

**Relevant Coursework:** Calculus III, Principles of Microeconomics, Principles of Macroeconomics, Intermediate Microeconomics, Intermediate Macroeconomics, Statistics for Economics, Econometrics, UK Economy and Financial System (London, UK), Government and Politics of Britain (London, UK), Forecasting for Economics and Business, International Money, International Trade

Include courses that are clearly relevant

Federal resume require you to include number of semester hours to ensure eligibility

Another excellent use of the CCAB model

**LANGUAGES**

**English:** Spoken: Advanced  
Written: Advanced  
Reading: Advanced

**Italian:** Spoken: Beginning  
Written: Beginning  
Reading: Beginning

**Spanish:** Spoken: Intermediate  
Written: Beginning  
Reading: Intermediate

**AFFILIATIONS**

Alpha Kappa Delta – Sociology Honors Society Member, May 20XX to present  
Omicron Delta Epsilon – Economics Honors Society Member, December 20XX to present

**ADDITIONAL INFORMATION SKILLS:**

**Programming and Software:** Stata, SAS, Access, Tableau, Volgistics, SharePoint

Media: Adobe Photoshop, Prezi, Microsoft Office, Twitter, Pinterest, Facebook, Google+, Google Drive, Instagram

In this section, create your own sub headers and sub sections

**RELEVANT PROJECTS:**

- Forecasting – Cable TV Revenue in a Cord-Cutting World**
- Used SAS programming, CBS's past quarterly cable revenue, and subscriber data to forecast future revenue
- Econometrics – Parent Employment Effect on Childhood Standardized Test Achievement**
- Used Stata to analyze factors impacting test scores based on the Early Childhood Longitudinal Study data

**INTERNATIONAL STUDY:**

- Notre Dame London Program, London, England
- Lived, attended school, and worked in London
- Academic studies focused on the UK's culture, history, and politics
- Interned at the UK Parliament under Mr. Norton Orr, MP, Minister of State for the Department of Education

**LEADERSHIP AND SERVICE:**

- Founder and President,** University of Notre Dame Chapter of Make-A-Wish Foundation, 20XX – Present
- Led Board of Directors;** built relationships with executives and student organizations
- Budget for and implement all future events;** utilized financial planning skills to quadruple funds in 8 months
- Member-w Notre Dame Senior Class Council** 20XX – Present
- Coordinate senior class events;** advocate to the administration; increased student attendance at all events
- Residence Life Department Member,** Notre Dame Student Government 20XX – 20XX
- Collaborate with administrators to improve residence life;** revise medical amnesty and campus safety policies
- Volunteer;** South Bend Center for the Homeless Spring 20XX
- Monitored entranceway and first floor common area and aided residents with all needs**
- Volunteer;** Notre Dame Chapter, Habitat for Humanity 20XX – 20XX
- Participated in weekly builds;** Fall break 20XX week-long Blitz Build

**INTERESTS:**

Traveling, Cooking; Competing in half marathons, Avid tennis fan; Reading, Visiting museums; Painting

**REFERENCES**

<b>Name:</b>	Suzy Star
<b>Employer:</b>	St. Jude Children's Research Hospital
<b>Title:</b>	Volunteer and Special Events Coordinator, Volunteer Services
<b>Phone Number:</b>	999-788-1111
<b>Email Address:</b>	suzystar@stjude.org
<b>Reference Type:</b>	Professional
<b>Name:</b>	Joy Bogel
<b>Employer:</b>	Hunterdon Art Museum
<b>Title:</b>	Director of Education
<b>Phone Number:</b>	355-444-2222
<b>Email Address:</b>	joyb@museum.org
<b>Reference Type:</b>	Professional

References are included in federal resumes