

HOW TO: WRITE A WINNING RESUME

What Is A Resume?

A resume is an easy-to-read and effective self-marketing tool that can be used to apply to jobs, internships, research experiences, graduate school and more. It is an advertisement of the skills, knowledge and experiences that make you a great fit for a particular position, so you should tailor your resume to the roles you are seeking when possible. The sections of your resume should represent your academic, professional and extracurricular experiences. Because your resume is typically the first impression you make as a candidate, it must be well-formatted and error-free.

Getting Started

1. MAKE A LIST:

- In a Microsoft Word or Google document, create an exhaustive list of your academic, work, extracurricular experiences and skills. This can include both college and high school content.

TIP: As you gain more experience in a college setting, you will gradually remove high school experiences from your resume. There is no set timeline for this; it is different for each student.

2. CATEGORIZE YOUR EXPERIENCES:

- Place your experiences into categories, which will serve as the section headers on your resume. You can customize them to fit your personal experiences. Some common resume sections include:
 - Education
 - Leadership
 - Work Experience
 - Honors and Awards
 - Research Experience
 - Academic Projects or Papers
 - Activities
 - Service
 - Skills

3. DESCRIBE IT:

- Develop descriptions for your experiences that focus on accomplishments, results and transferrable skills, not simply routine duties.

EXAMPLE: If you were a waiter last summer, don't write "took orders and cleaned tables" – instead write, "provided friendly and efficient customer service while memorizing and explaining detailed menu items."

- Begin each description with a strong action verb and avoid using first-person pronouns. Include keywords or buzzwords from the job description to stand out.

TIP: Many organizations use Applicant Tracking System (ATS) technology, which compares your resume against the job description by analyzing your resume text and identifying similar keywords and phrases. Keep this in mind when you are trying to tailor your resume to a specific job.

- Not every experience needs a description. Review the experiences you have listed and identify the ones that are the most meaningful to you and your goals. The amount of description that you provide for an experience indicates the importance of that item.

Formatting Tips

- There are many styles and formats, so create one that is **unique to you!** Avoid using templates because they limit your ability to easily modify your resume.
- Keep your resume to **one page**. Ask a career counselor for exceptions to this.
- Margins should be **0.5 inch to one inch**.
- Font should be **10-12 points** and larger for your name.

- Use **reverse chronological order** in each section beginning with the most recent to least recent.
- Use **boldfacing**, underlining, CAPITALIZATION, or *italics* to emphasize important information.
- Quantify when you can. Examples include *\$5000; 12 clients; 23 days; 45%*.
- Arrange sections and bullets from **most important to least important**.
- Once your resume is finalized, save it as a PDF file. This will ensure your format remains intact.

Formatting Layout

Contact Information

Your Name - make it big and bold. It should stand out!

Email - Use a conservative address if not VU email and **cell phone number**. Include only one of each.

Home or School Address - Optional but choose one.

LinkedIn Profile URL - Optional; remember to customize.

Profile | Summary | Objective (optional)

The purpose of this section is to specify the position you desire and the skills you possess.

- This section explains or clarifies what you are seeking in a position, so it must be specific. Avoid generalities.
- Strike a balance between what you want and what you can offer via your skills, experience and interests.
- Keep it short and to the point.
- Should be re-written and tailored for each position. Specify full-time vs. internship when applying.
- If your resume adequately and thoroughly showcases your relevant experience, this section may not be necessary.

EXAMPLE: Refer to **A** on the Sample Resume pages.

Education

This section should come first on all undergraduate student resumes.

- List school name, school location, degree(s), date of graduation, major(s), minor(s) and concentration(s).
- **Optional:** list overall GPA and major GPA, class rank, academic honors, scholarships, projects, thesis, research, seminars, pertinent coursework or certificates. Coursework can be a separate section if you have taken several courses related to your area of interest and do not possess experience in that area.
- Listing a GPA is not required. Generally, if it is a 2.8 or higher or if you feel it is a positive reflection of your potential, you should include it. Be aware that some employers expect to see GPA and will ask if it is missing.
- Include schools where you have studied abroad or other colleges you may have attended.

EXAMPLE: Refer to **B** on the Sample Resume pages.

Academic Projects | Papers | Research Experience

You may wish to include academic projects, papers or research experiences on your resume to highlight in-depth or hands-on learning that may be relevant to an employer.

- These experiences often occur in the classroom but may be external such as conferences or summer research.
- List name of project, class or organization, if applicable and dates or semester when it took place.
- Describe as you would any work or internship experience - focus on accomplishments, results and skills.

EXAMPLE: Refer to **C** on the Sample Resume pages.

Experience

This section can be tailored to fit your unique experiences and even be split into multiple sections. Include the name and location of the organization, your position title and dates of employment or involvement. Create meaningful descriptions that begin with strong action verbs and focus on what you learned, skills gained and how you contributed. Here are some examples but make sure you are considering your own experiences when deciding on how to categorize and name these sections:

- "Work Experience" - use this section heading if you are only listing paid employment such as internships, part-time jobs within your area of interest or summer jobs and after-school positions unrelated to your professional goals.
- "Industry Experience" - use this section if you are applying to positions in a specific industry such as Marketing, Engineering, Healthcare, etc. It can include both paid and unpaid experiences, academic and non-academic experiences, activities, service, etc.

EXAMPLE OF GENERAL EMPLOYMENT SECTION: Refer to **D** on the Sample Resume pages.

EXAMPLE OF INDUSTRY-SPECIFIC SECTION: Refer to **E** on the Sample Resume pages.

Honors & Awards (optional)

Include this section only if you have several honors and/or awards.

- If you only have one or two honors, include them in the Education section, if academic or combine it with another section such as Skills or Activities.

EXAMPLE: Refer to **F** on the Sample Resume pages.

Activities/Leadership

Activities, or extracurriculars, are very important on your resume. They highlight what you care about and how you spend your time outside of the classroom. Activities are a great way to showcase soft skills on a resume.

- Include college, community, volunteer, professional and potentially, relevant high school activities.
- List leadership titles or roles you've held.
- For meaningful activities, create descriptions illustrating your role and accomplishments, particularly if applicable to career goals. Describe in similar terms as your Work Experience or Projects section.
- Leadership is a top competency that employers look for, so if you have exhibited leadership through your activities, be sure to highlight it perhaps in a section called "Leadership" or "Leadership and Activities."
- May use other headings to more specifically discuss your experiences such as Leadership, Volunteer, or Athletics.

TIP: Descriptions are not necessary for everything on your resume.

EXAMPLE OF ACTIVITIES: Refer to **G** on the Sample Resume pages.

EXAMPLE OF LEADERSHIP: Refer to **H** on the Sample Resume pages.

Skills

Include a Skills section to highlight any hard skills (measurable/quantifiable) or certifications you may have.

- Hard skills can include computer hardware or software, clinical, technical, foreign language or other unique skillsets.
- Qualify how well you know it whether you are *Fluent*, *Proficient*, *Conversational*, *Exposure to* or *Familiar with*.
- Particularly critical for highly technical positions, such as technology or engineering.
- **Do not** include soft skills. These are non-technical skills that are difficult to measure or quantify (i.e. communication, teamwork, responsibility). Instead, you can include soft skills in your descriptions within other sections.

EXAMPLE OF SKILLS FOR TECHNICAL ROLE: Refer to **I** on the Sample Resume pages.

EXAMPLE OF GENERAL SKILLS SECTION: Refer to **J** on the Sample Resume pages.

The Final Steps

- **Free of errors!** Proofread your resume several times and have it checked by a career counselor. One error on your resume will leave a poor first impression with an employer and could cost you an interview!
- **Tailor to your audience.** Customize your experiences and descriptions for the specific positions you are seeking.
- **Need a hard copy?** Buy resume paper. Print on a laser printer. Don't use a copy machine.
- **Emailing your resume?** Save as a PDF and email as an attachment unless instructed to do otherwise.
- **Seek advice:** Career Center staff, professors, professionals or parents can help! Remember, the final decisions are yours. **Career Center Resume Reviews:** Meet with a counselor by scheduling on Handshake or visit during drop-in hours, Monday-Friday 11am-3pm in Garey Hall Suite 117.

WILL D. CAT

Address

[Email](#)

Phone

LinkedIn URL

B EDUCATION

Villanova University, Villanova, PA | May 20XX
Bachelor of Science in Biology | Honors Program
Minors: Sustainability, Psychology
GPA: 3.65

Franklin High School, State College, PA | June 20XX

C RESEARCH

Penn State Department of Biology, Penn State University | Summer 20XX
Summer Research Associate

- Conducted independent study as an NSF-funded research experience for undergraduates on the biological basis of behavior
- Studied socially induced oxytocin activation in the hypothalamus of prairie voles using immunohistochemistry

The Curry Labs at Villanova, Villanova University | Spring 20XX
Researcher - Freshman Match Program

- Scored dawn chorus ARU samples obtained at active chickadee nests over the previous five spring breeding seasons
- Listened to recordings while observing graphical representation (a sonogram) on a computer screen to categorize chickadee songs by species
- Entered this and temporal information into relational database

E MEDICAL SHADOWING

Jefferson Hospital – Emergency Medicine, Philadelphia, PA | Fall 20XX
Dr. Jonas Vision and Eye – Optometry, Glenside, PA | Spring 20XX
Dr. Ben Murray – Internal Medicine, Bryn Mawr, PA | Fall 20XX

I SKILLS

Laboratory: Experimental Design, Gel Electrophoresis, Polymerase Chain Reactions, Spectrometry, Titration, Western Blotting, Quantitative Analysis

D WORK EXPERIENCE

Gullifty's Restaurant, Rosemont, PA | August 20XX-Present
Shift Manager, Server

- Train new staff members on wait staff etiquette in a fast-paced atmosphere
- Promoted from server to shift manager within three months of start date

Sterling Lake Camps & Programs, State College, PA | Summer 20XX
Camp Counselor

- Supervised well-being and recreational activities of campers aged 8-12

G ACTIVITIES & SERVICE

Pre-Med Club
Special Olympics, Local Program Host
Club Basketball
Villanova Day of Service

WILL D. CAT

Address • Phone • E-mail • LinkedIn URL

A

SUMMARY

Senior Chemical Engineer seeking a full-time role in process engineering. Possesses two years of applicable coursework and internship experience in the coatings industry. Skilled in Excel, Aspen, Minitab (DOE & Regression) and technical writing.

B

EDUCATION

Villanova University • Villanova, PA May 20XX
Bachelor of Science in Chemical Engineering GPA: 3.5
Chemical Engineering Honors Society • Dean's List

University of Copenhagen • Copenhagen, Denmark Spring 20XX
Relevant Coursework: Materials Science & Polymers, Environmental Engineering, Thermodynamics

E

INDUSTRY EXPERIENCE

R&D Intern • Axalta Coating Systems • Philadelphia, PA Summer 20XX

- Developed 15 paint formulations for digital printing application and characterized their rheology
- Created new experimental procedures and test methods for new-found digital printing device
- Quantified large data sets to understandable results. Conversant in polymer and colloid science

Research Assistant • Villanova Department of Chemical Engineering • Villanova, PA Spring 20XX

- Conducted research aimed at enhancing efficiency of gene therapy in treating genetic diseases under supervision of Dr. Jacob Elmer

AIChE Process Safety Training • SChE Certificate Program Spring 20XX

- Engaged in 16-hour course on process safety sponsored by Center for Chemical Process Safety
- Focused on emergency management, operating procedures and workplace competency

Chemical Engineering Car Club • Villanova University Fall 20XX

- Worked on a team of five to design a small car powered only by chemical reactions
- Created lab procedures for the design of an electrochemical battery
- Optimized final design through research of preliminary models

H

LEADERSHIP

Vice President • Chemical Engineering Honors Society

- Collaborated with board on innovative ways to engage 20 new members of society
- Developed and implemented inter-society networking and peer-to-peer tutoring programs

Trip Leader • Society of Women Engineers Service Trip to Costa Rica

- Conducted STEM workshops in three schools to inspire kids about engineering
- Lead "bouncy ball experiment," teaching 200+ students about polymers and physical properties

Special Olympics Volunteer • Villanova University Fall Festival

D

WORK EXPERIENCE

Administrative Assistant • Bright Smiles Dentistry • Pittsburgh, PA Summer 20XX
Lifeguard • Rolling Hills Recreational Center • Pittsburgh, PA Summer 20XX

WILL D. CAT

Phone | Email | LinkedIn URL

B EDUCATION

Villanova University, Villanova, PA

May 20xx

- Bachelor of Arts in **Communication** | Concentration: **Public Relations** | GPA: 3.3
- **Coursework includes:**
 - Advertising, Public Relations, Media Writing, Public Speaking and Organizational Communication
 - Completed 24 credit hours in writing enriched and writing intensive coursework

University of Sevilla, *Study Abroad*, Seville, Spain

Spring 20xx

- Coursework related to international business communication, taught in Spanish
-

E COMMUNICATION EXPERIENCE

Digital Content Design Intern, **QVC**, West Chester, PA

August 20xx-Present

- Collaborate with e-commerce and e-marketing business partners to understand the broad goals of each assigned category; Research assigned projects, brainstorm, sketches and storyboard ideas
- Utilize photography, graphic design principles including typography, color, and composition to create impactful digital design solutions that effectively communicate the sales/marketing strategy
- Present designs and concepts to department staff, senior leaders and business partners ensuring that business strategy and appropriate look and feel are accurately represented within a compelling design

Senior Project, **Communication 5050 Course**, Villanova University, PA

January 20xx-Present

Thesis: *How the Colas Do It: The Rationale Behind Their Marketing Strategies*

- Conduct in-depth research with a group of five members, culminating in a presentation of research findings and a 150-page collection of data and interpretations
- Learn thesis development, methods of research and group dynamics

Student Leader, **Villanova on Set Immersion Program**, Los Angeles, CA

January 20xx

- Assisted in planning and leading 20+ students to sites such as Disney, Warner Brothers and Jimmy Kimmel Live to learn more about the entertainment industry and career paths
- Adhered to strict schedules using strong attention to detail
- Resolved student concerns efficiently through problem-solving abilities

Editor, **PR Student Society of America**, Villanova University, PA

August 20xx-August 20xx

- Edited and wrote articles and press releases for the semester newsletter
-

G ACTIVITIES

Habitat for Humanity (trips to South Carolina and New Mexico), Special Olympics, Alpha Phi National Sorority, Mighty Writers tutor, intramural sports (basketball, football and soccer)

D EMPLOYMENT

Office Assistant, **Villanova Career Center**, Villanova University, PA

September 20XX-Present

- Assist Employer Relations team in vetting and approving approximately 1000 jobs weekly in career management system *Handshake*
 - Efficiently oversee schedules and availability for counseling staff of 12
-

I SKILLS & INTERESTS

- Advanced in Adobe Photoshop, InDesign & Dreamweaver, iMovie
- Intermediate proficiency of French language (verbal and written)
- Photography, fashion blogging, part-time DJ, marathon runner

WILL D. CAT

ADDRESS

PHONE · EMAIL · LINKEDIN URL

B EDUCATION

Villanova University – College of Engineering, Villanova, PA *May 20XX*

Bachelor of Science in Computer Engineering

Minor: Computer Science

GPA: 3.3

Courses: Network Security, Computer Architecture, C++, Algorithms & Data Structures, Artificial Intelligence

George Washington High School, Philadelphia, PA *June 20XX*

GPA: 3.98

Awards: AP Scholar with Distinction, Perfect Attendance Award

E ENGINEERING EXPERIENCE

The Vanguard Group, Malvern, PA *Summer 20XX*

C2C Application Development Intern | AWS and Netcentric Developer

- Automated end to end regression tests for Distributions Management using LeanFT, Gherkin and Java
- Developed a web application to randomize meetings amongst Vanguard employees using Angular 7 and Neo4j
- Created an interactive aid to teach HTML, JavaScript and CSS to programmers in a company hackathon

L3Harris Technologies Sponsored Capstone Project, Villanova University *Fall 20XX-Spring 20XX*

Senior Design Project Team Leader

- Designed MatLAB software to map buildings in 3D from drone images
- Scheduled weekly meetings with advisor from L3Harris as well as faculty advisor to review progress of project
- Delegated work and coordinated meetings for team of three

Crime Scene Investigation Project, Villanova University *Spring 20XX*

- Solved tasks such as searching all possible combinations to unlock a pin-based lock, detecting fingerprints, cracking a computer login password and encrypting a secure file which contains sensitive information
- Obtained real-world experience in team setting with cybersecurity, computer engineering and chemistry

I SKILLS

Operating Systems: Unix, Linux, Mac, Windows

Programming Languages: Python, JAVA, C, C++, MatLAB, Maple

Databases: Oracle, SQL

H LEADERSHIP & ACTIVITIES

Villanova University Marching Band *August 20XX-Present*

Assistant Band Manager

- Coordinate loading and unloading of instruments at various events and before and after rehearsals
- Manage all band equipment including distribution, care and record keeping
- Participate in Fall Tour break trip in which the band performed for nursing homes and elementary schools

Villanova in the Valley Immersion Trip *January 20XX*

- Week-long immersion trip to San Francisco and the Silicon Valley, including site visits and networking events
- Learned first-hand from investors, entrepreneurs, startups, large companies and innovators what makes the Valley ecosystem tick

George Washington High Marching Band *August 20XX-June 20XX*

Drum Major

WILL D. CAT

Address • Email • Phone • LinkedIn URL

B

EDUCATION

Villanova University, Villanova, PA May 20xx
Bachelor of Arts in Economics, GPA: 3.9

University of Granada, Granada, Spain Fall 20xx
Completed 12 credits in Finance, Economics and Art History

E

INTERNSHIPS

Business Development Intern, **Bank of America**, Radnor, PA May 20xx – Present

- Identify target client segment and market niche and established strong reputation within markets through effective follow-up.
- Develop business plan and tracked progress with quantifiable business and activity goals; aligned daily activities with practice metrics, goals and objectives.
- Proactively generate leads through active management of the practice's communication strategies and expenses.
- Maintain detailed and accurate documentation of all client interactions in Salesforce.

Economic Empowerment Intern, **International Rescue Committee**, Elizabeth, NJ May 20xx – August 20xx

- Researched programs and resources that enable refugees to meet long-term educational and employment goals.
- Ensured interactions with clients were documented in detailed case notes and conducted follow-up with clients by phone and in person while using effective communication skills.
- Adhered to IRC policies, particularly those related to confidentiality and client privacy by displaying sensitivity to cultural differences of refugee clients and respecting their beliefs and values.

H

LEADERSHIP & ACTIVITIES

Resident Assistant, **Office of Residence Life**, Villanova University August 20xx – Present

- Supervise 30 students in their residential transition to college by serving as an accessible campus resource.
- Create and lead resident hall activities and weekly meetings to foster a strong sense of community.
- Trained in communication and mediation skills as well as counseling students on topics such as drugs and alcohol, sexual assault and identity.

Treasurer, **Alpha Chi Omega Sorority**, Villanova University August 20xx – Present

- Manage budget of \$4000 to properly allocate funds towards events, fundraisers and professional development.
- Lead over 100 sorority members as part of a six-person executive board through meetings and strategic decisions.
- Planned and executed largest fundraiser event for Domestic Violence Awareness Month that generated \$1000 in funds.

Member, **Alpha Chi Omega Sorority**, Villanova University August 20xx – Present

- Attend all meetings and volunteer at various fundraising events throughout the semester.

Volunteer, **RUIBAL**, Philadelphia, PA August 20xx – Present

Team Member, **Club Lacrosse**, Villanova University August 20xx – Present

Member, **International Business Society**, Villanova University August 20xx – Present

Volunteer, **Day of Service**, Villanova University August 20xx – Present

D

ADDITIONAL EMPLOYMENT

Customer Service Associate, **Shake Shack**, King of Prussia, PA August 20xx – June 20xx

- Efficiently and accurately placed customer orders in a busy environment.
- Worked effectively in a team of 10 to provide friendly customer service and maintain a clean environment.

J

SKILLS

Computer: Microsoft Excel, PowerPoint, Dreamweaver

Language: Fluent in Hindi, intermediate conversational Spanish

WILL D. CAT

Phone
Email

LinkedIn URL

Address
City, ST

A PROFILE

Creative sophomore English major seeking summer position in publishing or print media

B EDUCATION

Villanova University, Villanova, PA

Bachelor of Arts: **English**

May 20xx

Minor: Communication

Major GPA: 3.4 Overall GPA: 3.1

Computer Skills: Word, Excel, Adobe Photoshop, Microsoft Publisher

Cedar Crest High School, Mt. Laurel, NJ

Top 5% of Class Received Outstanding Senior Leader Award

June 20xx

E WRITING & EDITING

“The Villanovan” Newspaper, Villanova University

Lead Staff Writer, Editorials

Aug. 20xx – present

- Organize and coordinate editorial section of weekly paper with circulation of 10,000
- Demonstrate integrity and discretion in interviewing faculty, administration and students
- Supervise staff of five on weekly feature articles

Laus and Hanson, Inc., Cherry Hill, NJ

Research/Editing Assistant, Communication Department

Summer 20xx

- Assisted professional staff with internal and external documents
- Designed brochure for Human Resources Department
- Researched and collected data for journal articles

“The Talon” High School Yearbook, Cedar Crest High School

Associate Editor

Aug. 20xx – Aug. 20xx

- Designed layout of two yearbooks using Adobe InDesign & MS Publisher
- Coordinated all information for sports and clubs sections

H LEADERSHIP/ ACTIVITIES

Sigma Tau Gamma, National Fraternity, Villanova University

Vice President of Philanthropy & Outreach

Sept. 20xx – present

- Organize and coordinate all community activities for 100 men
- Represent chapter at university and national meetings

Villanova University Student Government

College of Arts Senator

Jan. 20xx – present

- Serve on various committees relating to all aspects of student life
- Utilize oral and written communication in advocating student rights

G

College: English Department Tutor, Special Olympics, Ski Club, Intramurals

High School: Varsity Basketball and Baseball (Captain), SADD (President), Peer Leader

D EMPLOYMENT

Valley Beach Club, Mt. Laurel, NJ

Lifeguard

Summers 20xx – 20xx

- Supervised staff of five and coached swim team

Will D. Cat

Address | Phone number | Email | LinkedIn URL

B EDUCATION

Villanova University

Bachelor of Business Administration in Finance and Accounting

GPA: 3.95/4.00

Relevant Coursework: Principles of Finance, Managerial Accounting, Financial Accounting, Business Statistics, Business Law, Global Political Economy, Competitive Effectiveness, Intermediate Finance, Intermediate Accounting I, Fixed Income

Villanova, PA

May 20XX

E WORK EXPERIENCE

Blakely Capital Partners, LLC

Investment Banking Analyst

Philadelphia, PA
January 20XX – December 20XX

Investment bank firm offering M&A advisory, strategic advisory and capital financing services to middle and lower middle-market companies

- Researched and created marketing pitch materials, built financial models to value potential clients, prepared written memorandums, and met with potential investors and buyers
- Tracked and ensured follow-ups for senior bankers' high priority client prospects, including coordination with other senior bankers, private equity firms and portfolio companies

Selected Transaction Experience

- Sale of Admit Computer Services, Inc. dba "IMPACT" to Zuercher Technologies
 - Supported main associate with construction of revenue model, breaking up revenue into recurring charges
 - Attended a public safety exposition to learn about public safety businesses and market Falcon's expertise in the space to business owners
- Sale of Comview Corporation to Calero Software, LLC
 - Supported the VP with research on the telecom expense management market to size the market and learn more about our client's main competitors
 - Compiled historical and projected financials with relevant private company expense adjustments
 - Autonomously drafted various sections of confidential information memorandum and executive summary

Hadley Capital

Summer Analyst

Chicago, IL

May 20XX – August 20XX

A lower middle-market private equity firm that targets companies with \$5 million – \$30 million in revenue

- Worked directly with managing partners on executing new acquisitions and deal sourcing initiatives
- Compiled a comparable company analysis for publicly traded staffing companies to support the valuation range for an add-on acquisition for a \$20 million portfolio company
- Initiated and executed a self-guided project to rebuild the Hadley LBO model in a new version of Excel

H LEADERSHIP EXPERIENCE

M&A Society

Co-President

Villanova, PA

October 20XX – Present

Student-run club that covers the world of M&A, primarily covering investment banking and those industries closely intertwined

- Work extensively with other executive board members to implement an IB workshop for second semester sophomores
- Conduct lessons on interview prep, financial modelling, networking and career paths
- Organize speaker events with industry professionals across investment banking, private equity and corporate development

Global Investment Society

Portfolio Manager, Founding Member

Villanova, PA

January 20XX – Present

- Execute portfolio allocation decisions with respect to management of the \$100,000 Coleman Fund using a top-down global macro strategy
- Conduct training sessions with new members on economics, investing, ETFs, psychology and career paths in finance
- Organize speaker events with various industry professionals from investment firms and Fortune 500 companies

Equity Society

Industrials Sector Captain, Energy Sector Analyst

Villanova, PA

September 20XX – May 20XX

A student managed fund investing \$350,000 of the school's endowment across small-cap, mid-cap and large-cap stocks

- Mentored 10 analysts in the creation of stock reports on industrial goods companies, helping them provide both a qualitative and quantitative analysis
- Pitched Diamondback Energy (NASDAQ: FANG) at a price of \$72.49 and Wabash National Corporation (NYSE: WNC) at a price of \$20.85 and have achieved unrealized gains of 79.5% and 7.7% as of 1/13/20XX

I SKILLS & ACTIVITIES

Technical Skills: Bloomberg Market Concepts Certified, S&P Capital IQ, Pitchbook, Microsoft Office

Languages: Conversational Proficiency in Spanish

Awards: Beta Gamma Sigma, Congressional Award Gold Medal, Dean's List

Activities: Blue Key Society, Club Badminton, Intramural Sports, Alternative Investments Society

WILL D. CAT

Email | Address | Phone | LinkedIn URL

B EDUCATION

Villanova University, Villanova, PA
Bachelor of Science | Business Administration

May 20xx

South Coral High School, Miami, FL

Honors Student, Top 10% of Class

Accumulated 12 AP credits

Miller Scholarship, 20xx: Awarded for academic and athletic accomplishments

June 20xx

G LEADERSHIP | ACTIVITIES | SERVICE

College:

Marketing Society, *Member*

Business without Borders, *Member*

Special Olympics, *Volunteer*

Villanova Day of Service, *Volunteer*

Club Swimming, *Member*

H High School:

Student Government, *Treasurer*

- Coordinated \$2000 in funds for a class of 500+ students to spend annually
- Collaborated with 6 executive board members to plan service-based and social events

National Honor Society, *Vice President*

- Assisted in planning the event of the year NHS Gala for over 100 guests

Varsity Soccer and Basketball, *Captain*

- Led teams of up to 20+ players in practices and drills to improve athletic and teamwork skills

Debate Team, *Member*

Guidance Office, *Peer Educator*

Good Samaritan Hospital, *Volunteer*

D WORK EXPERIENCE

Estee Lauder, Inc., Miami, FL

Sales Associate

August 20xx-Present

- Rewarded for top sales numbers among a team of 15 staff on three occasions
- Provide friendly and efficient customer service to customers via phone and in-person
- Maintain organized store inventory and strategically place product displays

Various Families, Miami, FL

Childcare

August 20xx-June 20xx

- Supervised up to three children for 15+ hours per week while ensuring their safety
- Creatively planned fun activities for children while also resolving conflicts in a calm manner

J SKILLS

- Proficient in Spanish
- Experience with MS Excel, Power Point, Word, iMovie, and Adobe Photoshop

WILL D. CAT

Phone Number
Email

LinkedIn URL

Street Address
City, ST 12345

A PROFILE

Creative and ambitious Marketing major with a focus in business analytics and market research
Seeking summer internship in data analytics in the Boston area

B EDUCATION

Villanova University, Villanova, PA May 20xx
Bachelor of Business Administration
Major: Marketing | Minor: Business Analytics
GPA: 3.4

Cedar Crest High School, Mt. Laurel, NJ June 20xx
Top 5% of Class | Received Outstanding Senior Leader Award

C RELEVANT PROJECTS

Competitive Effectiveness, Villanova University August 20xx
Marketing Director

- Worked in a team of eight students on a semester-long project in which our team was tasked with creating and pitching a marketing campaign to Vanguard executives
- Led the market research and analysis efforts by conducting extensive research, ensuring sources were from primary sources, meticulously reviewing results
- Demonstrated strong public speaking skills and professionalism during our final presentation of our project to Vanguard executives

Advanced Financial Management, Villanova University January 20xx-May 20xx
Final Project

- Conducted independent research to estimate a firm's cost of capital
- Collected background information on a firm, gathered relevant data and performed a detailed analysis to calculate the cost of capital

H LEADERSHIP & ACTIVITIES

Sigma Tau Gamma, National Fraternity, Villanova University August 20xx-present
Vice President of Philanthropy & Outreach

- Organize and coordinate all community activities for 100 men
- Represent chapter professionally at university and national meetings

Villanova University Student Government August 20xx-present
VSB Senator

- Serve on various committees relating to all aspects of student life
- Utilize oral and written communication in advocating student rights

College: International Business Society, Outdoor Club, Intramurals

G

High School: Varsity Basketball and Baseball (Captain), SADD (President)

D EMPLOYMENT

Valley Beach Club, Mt. Laurel, NJ Summers 20xx-20xx
Lifeguard

- Supervised staff of eight on teamwork, responsibility and operations
- Coached swim team of 20 children ages 8-12 on swimming and breathing techniques

I SKILLS

Bloomberg Market Concepts Certification
Advanced in Microsoft Excel
Basic proficiency in HTML website design

WILL D. CAT

Address | Email | Phone Number | LinkedIn URL

B EDUCATION

- Villanova University**, Villanova, PA May 20xx
Bachelor of Science in Nursing
GPA: 3.4 | Dean's List
Awards: Mother Theresa Scholarship from Fitzpatrick College of Nursing
- Columbus High School**, Columbus, OH June 20xx

E NURSING EXPERIENCE

- Pennsylvania Hospital**, Philadelphia, PA Summer 20xx
Nurse Extern
- Assisted and observed RN and NA responsibilities
 - Implemented daily patient assignments and provided general nursing care
 - Gained experience on medical-surgical floors, post-partum units and emergency room
- Columbus Hospital**, Columbus, OH Summer 20xx
Nurse's Aide
- Supported medical staff with all aspects of nursing care
 - Exposed to various functions of large teaching hospital
- Clinical Rotations:**
- Advanced Medical-Surgical; *Graduate Hospital*
 - Medical-Surgical; *Lankenau Hospital*
 - Pediatrics; *Children's Hospital of Philadelphia (CHOP)*
 - Obstetrics; *Fitzgerald Mercy Hospital*
 - Psychiatric; *Belmont Center for Comprehensive Treatment*
 - Geriatrics; *Lankenau Hospital*
 - Health Promotions & Home Health; *Sites to be determined*

I CLINICAL SKILLS

Certified in CPR, AED, First Aid and Basic Life Support
Clinical experience with complete patient care, blood glucose monitoring, creating thorough care plans, vital signs, EKGs and medication administration

H LEADERSHIP & ACTIVITIES

- Sigma Theta Tau International Honor Society of Nursing**, Member
- Student Nurses Association of Pennsylvania (SNAP)**
- *Publicity Chairperson*, lead group of 10 students to advertise events
 - *Elections Committee*, serve on panel to select officers and award recipients
- College of Nursing Ambassador**
- Provide tours of Villanova nursing facilities to prospective students
- Unity Clinic**, Volunteer
- High School: Class Vice President; Varsity Soccer Captain**

D ADDITIONAL EMPLOYMENT

- Childcare**, Bryn Mawr, PA (15 hours a week) Fall 20xx-Present
- Aid child with physical disability in daily tasks and bathing

WILL D. CAT

Address • Email • Phone • LinkedIn URL

B EDUCATION

- Villanova University**, Villanova, PA May 20xx
Bachelor of Science in Political Science and Honors | GPA: 3.75
Minor in Philosophy
Honors Program Thesis: *The Gerrymandering Impact of Vieth v. Jubelirer (2004)*
- St. John's University**, New York, NY Summer 20xx
School of Law Prep Program for College Students

E LEGAL/GOVERNMENT EXPERIENCE

- Legal Intern*, **Bronx District Attorney's Office**, New York, NY May 20xx – August 20xx
- Appeared on the record at arraignments, calendar calls, hearings and trials.
 - Observed and assisted with witness interviews, hearings and trials; listened to and transcribed 911 calls, and review police reports with strong attention to detail.
 - Participated in the decision-making process regarding offers and aided in plea negotiations.
 - Attended weekly lectures given by members of the criminal justice community and field trips to the NYPD Firing Range, Rikers Island and Community Outreach outings.
- Campaign Intern*, **Justin Ray for House District 135**, Houston, TX August 20xx – December 20xx
- Served as an informed campaign resource going door-to-door and making hundreds of phone calls to educate community on the candidate.
 - Managed extensive database of survey results and voter registrations to make strategic campaign decisions.
 - Received first-hand experience with the ins and outs of how presidential campaigns are run and function.
- Student Leader*, **Villanova on the Hill**, Washington, D.C. October 20xx
- Assisted in leading 20+ students to sites such as congressional offices, the FBI, think tanks, Politico and Facebook to learn more about career paths in government, politics and law.
 - Demonstrated strong attention to detail and problem-solving abilities through adhering to strict schedules and resolving student concerns efficiently.

H LEADERSHIP & ACTIVITIES

- President*, **Black Pre-Law Student Association**, Villanova University August 20xx – Present
Vice President
- Lead an executive board of six members in planning educational and experiential events throughout the semester to help pre-law students gain exposure to the legal field.
 - Collaborate closely with the pre-law advisor to reach all pre-law students for events and make professional connections in the legal community.
 - Represent Villanova at pre-law conferences and networking events in a professional manner.
- Co-Captain*, **Mock Trial**, Villanova University August 20xx – Present
- Facilitate three-hour long meetings, three times a week, to practice attorney and witness roles for the current case with a 10-member-team.
 - Demonstrate strong public speaking skills while thinking critically and adapting in the moment.
 - Work closely with Co-Captain and other executive board members to manage a \$4000 budget, schedule meetings, book hotel rooms and travel for tournaments, and send out communication to members.

- Member*, **Sigma Chi Fraternity**, Villanova University, PA August 20xx – Present
Volunteer, **Big Brother Big Sister**, Philadelphia, PA August 20xx – Present