



RESUME TEMPLATE

The quality of your resume is one of the most important factors for your success in securing corporate interviews and obtaining an internship. Below are some general standards to which you should adhere as you create or edit your resume.

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

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

If you have questions about your resume -- email recruitment@inroads.org

YOUR RESUME MUST...

BE ONE PAGE

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

BE FREE OF TYPOS AND ERRORS

Do not only rely on spell check. Ask someone to proofread your resume.

HAVE APPROPRIATE CONTACT INFORMATION DISPLAYED

Be sure to list an email address you check regularly and indicate the best phone number to reach you.

INDICATE THAT YOU ARE AN INROADS CANDIDATE

Incorporate this into your objective statement or list INROADS Internship Candidate in your activities section. See Resume templates for examples.

LIST RELEVANT INFORMATION

Your resume is not an activity list of everything you have done; it should capture important highlights that are most closely related to the position you are seeking. For example, if you are interested in sales, you might include activities and statements that show you raised money for a club, sold tickets, or identified new partnerships.

UTILIZE ACCOMPLISHMENT AND RESPONSIBILITY STATEMENTS

Where possible, list statements that show the scope of your responsibilities and attempt to qualify or quantify your accomplishments -- numbers, percentages, ranges, names of programs/software, and dollar amounts can all help to do this.

BE IN A CLEAR AND NEAT FORMAT

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

BE ACCURATE AND HONEST

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

Your resume is a live document -- it will grow and change as you complete more projects and perform in different roles. These suggestions have been offered to support your efforts to create or edit your resume. Once we review your resume, we will follow up and identify recommendations to strengthen it (if needed).

Resume with Work History that is not specific to major; example shows how to incorporate school projects related to major and position. The jobs listed here demonstrate transferable skills.

Name

xxxxxxx@xxx.edu · xxx-xxx-xxxx (mobile)

SCHOOL ADDRESS

New Orleans, LA

SUMMER ADDRESS

Baton Rouge, LA

OBJECTIVE: Secure an INROADS Internship where I can utilize my Software Engineering skills to advance company goals.

EDUCATION

Crescent University, New Orleans, LA

Bachelor of Arts in Software Engineering, Expected Graduation: May 2026, **CPA Eligible: May 2027 (Accounting Majors Only)**

GPA: 3.47/4.00

RELEVANT COURSES

- Data Structures with Algorithms
- Front-end Development: JavaScript
- Machine Learning
- Google IT Automation w/ Python
- International Business
- Software Architecture

SKILLS

- SQL, Ruby, PHP, Python, JavaScript, HTML and CSS
- Teams, Slack, Zoom
- Microsoft Office
- Bilingual: English & Spanish

PROJECTS/RESEARCH

Solution Architect, EMC Case Study Competition

September 2023 – December 2023

- Consulted with bookstore operators wanting to create an online bookstore.
- Developed custom made solution proposal that considered security, user experience, and responsive design.
- Presented the key features of the online bookstore web application to judges, resulting in first place.

Team Member, Crescent City Bot Project

January 2023 - May 2023

- Designed and developed an online Chat Tool to help visitors define common phrases used in Louisiana.

EXPERIENCE

Barista

ABC Coffee Co., Oakland, CA

May 2023 - Present

- Engaged with diverse customers to provide a positive experience and encourage repeat business.
- Increased sales by 5% each month by highlighting special promotions to customers.

Sales Associate

Any Tailor Boutique, Baton Rouge, LA

May 2022 - December 2022

- Drove direct sales of merchandise by assisting customers with selecting items and managing pay transactions.
- Achieved 7% of daily gross sales for the Mall of Louisiana location.
- Recognized as top employee for credit card activations during Summer 2022.

LEADERSHIP/ORGANIZATIONS

Co-Chair, Campus Chapter

Future Engineers of Louisiana

September 2022 - Present

- Manage the planning of annual activities, including recruitment campaigns and fundraising activities.
- Represented chapter at the 2023 national conference poster presentation session, highlighting chapter achievements.

Founding member of Alpha Beta Epsilon (an honors club for underrepresented STEM majors)

April 2022 - Present

- Recruited staff advisor and 27 student members in first semester.
- Implemented a peer tutoring program for middle school students.

ACTIVITIES/AWARDS

- International Engineering Society
- Student Leadership Award

Member
Recipient

January 2022 - Present
April 2023

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Resume without Work History; projects and volunteer experience, and campus involvement highlight skills.

NAME

xxxxxxx@xxx.edu · xxx-xxx-xxxx

CURRENT ADDRESS

Gainesville, Florida

PERMANENT ADDRESS

Orlando, Florida

OBJECTIVE: Secure a challenging INROADS Internship that will allow me to utilize my Finance, leadership, and communications skills while benefiting the company.

EDUCATION:

University of Florida – Gainesville, FL

Bachelor of Arts in Finance; Minor in Communications

Expected Graduation: May 2026, **CPA Eligible: May 2027 (Accounting Majors Only)**

GPA: 3.47/4.00

RELEVANT COURSES:

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

TECHNICAL/NON-TECHNICAL SKILLS:

- Microsoft Word, Excel, PowerPoint
- Adobe Premiere, Adobe Photoshop
- Data Analytics
- Wall Street Prep
- SharePoint, QuickBooks

PROJECTS/RESEARCH:

Financial Market Analysis Research Project Research Team Member

Summer 2022

- Conducted an in-depth analysis of financial markets by collecting and analyzing secondary data from Federal Reserves
- Executed financial modeling techniques to simulate market scenarios and assess risk factors.
- Collaborated with peers to present findings and recommendations in a comprehensive report, demonstrating a nuanced understanding of market dynamics.
- Utilized Excel spreadsheets to visualize and interpret key financial metrics.

VOLUNTEER EXPERIENCE:

The United Way, Orlando, FL

Volunteer Fundraiser

May 2022 - December 2022

- Recruited and trained 10 volunteers to assist with fundraising activities.
- Planned three successful fundraising events including a silent auction and dinner which generated over \$90,000 in pledges.

LEADERSHIP/ORGANIZATIONS:

UF Student Advisory Council

January 2022 - May 2023

- Elected as Vice President
- Head of multicultural committee

Business Professionals of America

June 2022 - June 2023

- Attended regional conference
- Assisted with publicity for in-school events
- Gained exposure to various business fields and built networking skills

ACTIVITIES/AWARDS:

INROADS

September 2023 - Present

- Successfully completed the INROADS IGPS Course: Interview Guidance & Preparation Session
- Participated in live and on-demand workplace readiness training activities designed to elevate professional acumen and business fundamentals.

UF Student Advisory Council Member of the Year

August 2022

- Nominated by peers and staff.
- Acknowledged for creating and implementing Big Brother / Big Sister program that matched upper-class students with first-year students.

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EFFECTIVE SENTENCE OPENERS (ACTION VERBS)

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

ACTION VERBS & DESCRIPTIVE WORDS

Here is a sample of action verbs and descriptive words that you might consider using on your resume.
For more ideas, view the thesaurus option available in most word processing programs.

accelerated	accomplished	achieved	adapted	advised
administered	analyzed	appraised	approved	assessed
awarded	bolstered	briefed	budgeted	caused
communicated	compared	completed	composed	conceived
conducted	controlled	convinced	coordinated	counseled
created	delegated	demonstrated	designed	determined
developed	directed	dramatized	earned	effected
elected	eliminated	encouraged	enjoyed	enlarged
established				evaluated
				excelled
				expanded
				expedited
financed	forecast	formulated	founded	gathered
generated	guided	implemented	improvised	identified
included	increased	influenced	instructed	interpreted
interviewed	launched	lead	lectured	maintained
managed	motivated	negotiated	observed	organized
originated	oversaw	participated	performed	persuaded
planned	prepared	processed	provided	qualified
raised	rated	recognized	recommended	reconciled
recruited	reduced	reorganized	rescued	revealed
reviewed	revised	scheduled	scouted	simplified
solved	specified	spoke	streamlined	structured
submitted	suggested	supervised	supported	tabulated
taught	trained	translated	transformed	traveled
tutored	updated	unified	utilized	visualized

active	adaptable	aggressive	alert	ambitious
analytical	assertive	attentive	broad-minded	capable
competent	competitive	confident	conscientious	consistent
constructive	creative	dependable	descriptive	determined
diplomatic	disciplined	discreet	economical	efficient
energetic	enterprising	enthusiastic	extroverted	fair
friendly	helpful	honest	imaginative	independent
industrious	inventive	logical	loyal	mature
methodical	objective	optimistic	opportunistic	organized
original	patient	perceptive	personable	pleasant
positive	practical	precise	productive	prudent
quick	rational	realistic	reflective	reliable
resourceful	respective	responsible	self-confident	self-reliant
sensible	sense-of-humor	sincere	sophisticated	stable
successful	supportive	systematic	tactful	talented
teachable	tolerant	trustworthy	versatile	will relocate

