

Make sure your résumé has the **MUST-HAVES**



CONTACT INFORMATION
Including phone number and email address

EDUCATION BACKGROUND
Degree earned and awards or honors achieved

Place "Education" beneath "Job Experience" if you've been in the workplace for several years.

100 Geneva Drive
Hamilton, NJ 08610
123-456-6700
jjwill@gmail.com

LIAMSON

Seeking a financial services-related internship utilizing my finance major, investment interests and financial analysis skills.

IMPORTANT

The purpose of a résumé and cover letter is not to get a job, but to get an interview. A résumé and cover letter will get you in the door; then you show them why you're the candidate they're looking for!

JOB EXPERIENCE
Any academic or professional experience you have that relates to the job you're going after

Short on job experience?
You can include research presentations or large projects or papers

EDUCATION

Bachelor of Science in Business Administration
Concentration: Finance
Geneva College, Beaver Falls, PA
Dean's List

Relevant Courses:
Principles of Finance
Quantitative Analysis
Business Commun
Principles of Acco

Sales Forecasting Simulation: Used quantitative data to create a sales forecast for a backpack

Investment Simulation: Analyzed various types of mutual funds in order to receive the highest return

SKILLS

Critical Thinking
Active Listening
Complex Problem Solving
Fast Learner

EXPERIENCE

SALES REPRESENTATIVE, VECTOR MARKETING, LAWRENCEVILLE, NJ
Sales and Customer Service training and experience
June 2010 – Aug 2010

STUDENT ASSISTANT, GENEVA COLLEGE MCCARTNEY LIBRARY, BEAVER FALLS, PA
Librarian duties, Customer Service
Sept 2013 – May 2014

TEACHING ASSISTANT, GENEVA COLLEGE BUSINESS DEPARTMENT, BEAVER FALLS, PA
Grading assignments, Problem solving
Present

AFFILIATIONS

TREASURER, GENEVA COLLEGE BUSINESS CLUB
Maintain funds, organize fundraisers, assist

SKILLS

Strong communication skills? Proficient in Microsoft Excel or InDesign? Add it here!

LIST OF EXTRACURRICULAR ACTIVITIES

Professional organizations, student memberships, offices held, volunteer and/or community work

EXPERIENCE

- Focus on the past **10-15** years of experience.
- Begin with your most recent work history at the top and go from there.
- Include the companies you worked for, the dates of your employment, position(s) you held, and your responsibilities and achievements.

FACT:

Recruiters spend an average of **six seconds** scanning your résumé before deciding whether you will be granted an interview.

RÉSUMÉ QUICK TIPS

- Do not exceed **two pages**.
- Use **10-12** point font.
- Do not use more than **two fonts**.
- Use **action verbs** like: analyzed, obtained, executed, pursued, supported etc. see more [here](#).
- **Avoid** jargon/slang.
- **Spell out numbers** one through nine.
- Save the résumé as a **PDF**, so it won't lose any formatting when being sent electronically.

REMEMBER:
A cover letter should accompany your résumé.

TODAY'S RÉSUMÉ
Add social media links if they apply to your potential job search, especially LinkedIn. But remember,

93%

of recruiters are likely to look at a candidate's social media profile, so make sure yours is in tip-top shape!

WHAT IS A COVER LETTER?

A **cover letter** typically provides detailed information on why you are qualified for the job you are applying for. Effective cover letters explain the reasons for your interest in the specific organization and clearly highlight your most relevant skills or experiences.

Andrea C. Burns

February 2, 2015

Ms. Lila Truman-Deen, Program Director
Boston's Best
3035 Washington St.
Roxbury, MA 02119

Dear Ms. Truman-

It was a pleasure meeting you as you suggested, I really enjoyed the organization makes me feel commensurate. Thank you for the Coordinator position.

You mentioned that the editing, and working with in these positions. Beyond publishing skills. I have realized the dream of creating layout and design. I am excited to realize the dream of creating

My time at Sunshine English Camp was an essential part of my education for the practice I gained instructing large groups of students and to regain my former proficiency in Japanese. Learning from those that just have trouble organizing their thoughts

I believe my B.A. in English, grammatical communication skills make me an ideal candidate. I appreciate being able to discuss this opportunity in the coming weeks.

Sincerely,
Andrea Burns

QUICK TIPS

- **Explain your experiences** in a story-like format, and keep the language more engaging than your résumé.
- **Go more in-depth** about important experiences/skills and how they relate to the job you're applying for.

53%

of hiring managers say it is absolutely essential that a candidate tailors his or her résumé to a specific job.

- **Make sure you personalize your cover letter** for a particular job; let the company know you've researched the organization and are interested in meeting in person to discuss the position further.
- **Always keep in mind:** Confidence is key. Make sure the potential employer knows that you are serious about the position and are eager to hear from the company.