

RESUMES AND COVER LETTERS

Writing Your Resume

A resume is often the first sense a recruiter has of you, your abilities, and accomplishments. Resumes receive about six seconds of a recruiter's time, so don't try to include everything during your time at Notre Dame. Think of your resume as a tool that markets your most applicable skills and experiences. A well-written resume can help your chances of getting an interview.

Types of Resumes

REVERSE CHRONOLOGICAL

This is the most common resume format for college students.

A reverse chronological resume organizes information by jobs/experiences with the most recent listed first.

FUNCTIONAL

A functional (or skills-based) resume works well for professionals but typically not for undergraduates. It organizes information into functional groups of skills or accomplishments.

COMBINATION

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

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.

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 the document
- Address (permanent, campus, or both)
- ND email address and cell phone number

OBJECTIVE (OPTIONAL)

- If you choose to use an objective make it specific to the industry and position—a vague objective can do more harm than good.

EDUCATION (REQUIRED)

- University and city/state
- Degree and month/year of graduation
- Major(s), minor(s), and concentration(s), if applicable
- GPA. If stating Major GPA, include cumulative GPA too, and do not round up!
- Include high school for First Year students. Sophomores can include it if returning home for an internship
- Study abroad programs or other universities, if applicable, formatted the same as current university

HONORS (OPTIONAL)

- Relevant accomplishments, achievements, scholarships or awards earned for exceeding average standards in either academics, athletics, or in a work environment
- Honors can be included under Education instead of listed separately

RELEVANT COURSES (OPTIONAL)

- Consider adding unique courses beyond general or introductory requirements of the major
- Include courses related to career goals, objectives, and/or skill sets



RESUME TIPS

- Use Microsoft Word, not Google Docs or Pages
- One page, be brief but provide sufficient information
- Font size should be between 10-11 pt., margins between 0.5-1 inch
- Consistency and clarity are key
- Utilize strong action verbs to begin your bullet points, but vary your word choice
- Tailor your resume to each position
- Include results/accomplishments; quantify when possible
- Emphasize your unique skills
- Make your resume stand out—use a personalized heading, bolding, and lines in selective areas
- Keep your resume updated with experiences, accomplishments, GPA
- References should not be on resume
- Save resume as a PDF

EXPERIENCE (REQUIRED)

- Always include the name of organization, location, job title, and dates worked
- Utilize strong action verbs, quantify results when possible, and use a variety of verbs to start each bullet point
- Describe the scope and context of a situation. Explain the actions you took and the impact these had on both the organization and yourself
- Talk about what was learned and the skills developed, not just the tasks/jobs that were performed
- Do not limit “Experience” to jobs or employment; Clubs or project work can also be included

LEADERSHIP, ACTIVITIES, SERVICE (OPTIONAL)

- It is important to list quality over quantity in this section
- Name the organization, role/position title, date, and a possibly a bullet describing skills, responsibilities, and/or accomplishments

SKILLS (REQUIRED)

- Includes computer, technical, language, science/laboratory, and production skills when applicable
- Do not list soft skills—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
- Interest sections can be combined with “Skills” or “Activities”
- Be honest and specific when listing interests—you may be asked about them in an interview!

SAMPLE RESUMES AVAILABLE ONLINE

Sample resumes and templates are available on our website at: undergradcareers.nd.edu/resume



NACE COMPETENCIES

(The National Association of Colleges and Employers)

Career readiness of college graduates is of critical importance in higher education, in the labor market, and in the public arena. Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition to the workplace.

Conveying these competencies through your resume and application will allow you to show those viewing it that you have the qualities needed to succeed.

Critical Thinking/Problem Solving:

Exercise sound reasoning to analyze issues, make decisions, and overcome problems.

Oral/Written Communication:

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.

Teamwork/Collaboration:

Build collaborative relationships with colleagues and customers, work within a team structure, and negotiate and manage conflict.

Digital Technology:

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

Leadership:

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.

Professionalism/Work Ethic:

Demonstrate personal accountability, effective work habits, integrity, and ethical behavior.

Career Management:

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth.

Global/Intercultural Fluency:

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.

SOURCE: Survey of Employers and Universities -
NACE Readiness for the New College Graduate: A Definition and Competencies
(The National Association of Colleges and Employers)

Resume Action Verbs

Avoid using common words such as helped, worked, and responsible for.

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

Resume Checklist

GENERAL FORMAT

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Is the resume one page?
<input type="checkbox"/>	<input type="checkbox"/>	Is the first and last name at the top of the page in bold? Are address, phone number, and email easy to read?
<input type="checkbox"/>	<input type="checkbox"/>	Does the education section 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 2-3 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 the 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?

Mary Smith

msmith01@nd.edu | 574.423.4567 | 2020 E. Jefferson Blvd., South Bend, IN 46617

EDUCATION

University of Notre Dame
First Year Studies
GPA: 3.65

When applicable, be sure to include class projects to emphasize the skills you developed

Notre Dame, IN
May 20XX

Clay High School

GPA: 3.92 Class Rank: 3/267

South Bend, IN
June 20XX

EXPERIENCE

Introduction to Engineering Systems
Controlled Descent Project, Team Member

- Collaborated with a team of four members to design, build, and test a prototype to protect a "medical aid package"
- Designed a system to protect a weight and sensor dropped from a second story balcony, receiving positive feedback and A grade from professor

Iterative Design Project, Team Member Fall 20XX

- Collaborated with a team of three members to iteratively design a picture frame for the University bookstore using SolidWorks
- Developed initial design for frame, 3D printed it, and tested it against specifications
- Redesigned and retested the frame based on feedback from peers, instructors, and customers to achieve a final product

Kildare's

Hostess

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

South Bend, IN
Summer 20XX

Jane & John Doe

Child Care Provider

- Supervised the safety and well-being of two children, ages 6 and 9, on a daily basis for 20-40 hours a week

South Bend, IN
Summer 20XX

Camp Wilderness

Counselor

- Planned and organized daily activities for 40 new campers each week, ages 8-12 years for 8 weeks
- Enforced rules, improvised activities, and problem solved difficult situations

South Bend, IN
Summer 20XX

Frosty's

Sales Associate

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

South Bend, IN
Summer 20XX

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

ACTIVITIES

Mending Minds Club, Volunteer/Member
The Bald and Beautiful Club, Member

SKILLS

Language: Intermediate Italian
Computer: Microsoft Office, Mat Lab, LabVIEW, Adobe Illustrator, Photoshop

Jane Hall

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It's helpful to place your email/cell number 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: 4.35 | SAT: 2240 | Class Rank: 27 / 737

Fishers, IN
June 20XX

HONORS

Notre Dame Dean's List Fall 20XX

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

- 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

News Editor

Fall 20XX - Spring 20XX

- Wrote and edited articles for all sections of newspaper
- Selected articles to be printed in news section
- Created page layouts for news section

Teen Advisory Board of Hamilton East Public Library

President

- 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
Fall 20XX - Spring 20XX

EMPLOYMENT

University of Notre Dame Summer Scholars

Resident Counselor

- 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

Lifeguard Summer

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

Fishers, IN
Summer 20XX - 20XX

Entrepreneurial Swim Instructor

Founder and 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 - 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, Outlook
Language: Basic Spanish, Basic Irish
Creative Writing: Two unpublished YA novels; sixty-five poems

Jason P. Winchester

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Home Address
333 Home Drive
Miami, FL 31987

EDUCATION

University of Notre Dame
Bachelor of Arts in Arabic and Theology
GPA: 3.35

American University in Cairo
Arabic language and Egyptian culture immersion

Notre Dame, IN
May 20XX

Cairo, Egypt
August 20XX - May 20XX

EXPERIENCE

The Observer Newspaper

- Media
- 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

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

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 society
 - Collaborated with faculty and staff to develop orientation structure and content
 - Utilized Arabic skills in helping students negotiate and acclimate to Egyptian life

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

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

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

Group experiences to help them stand out

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

Use reverse chronological order within the groupings

LANGUAGES

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

Sharon Blake

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EDUCATION

University of Notre Dame

Bachelor of Arts Political Science, Arabic, and Peace Studies
GPA: 3.96 Honors: Pi Sigma Alpha, Yarrow Award for academic excellence

May 20XX
Notre Dame, IN

American University in Cairo

Spring 20XX
Cairo, Egypt
Summer 20XX
Amman, Jordan

Arabic Language Institute

Received Summer Language Abroad Grant

RESEARCH AND COURSES

Senior Honors Thesis, University of Notre Dame

"Arab Spring and the Influence of Social Media on Political Dissent"

If you are seeking employment with a global company consider including an international section

Beyond Politics: an Undergraduate Review of Politics, University of Notre Dame

"The Campaign Against Torture: The United States and the War on Terror"
Islamist Political Parties in Comparative Perspective International Human Rights Movement

LANGUAGES

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

INTERNATIONAL EXPERIENCE

Product Managers, Mansour Group, Marketing Intern

- Studied and produced executive summary on marketing chain for Samsung products in Egyptian market

Summer 20XX
Cairo, Egypt

Putubiw Junior Secondary School, Volunteer

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

Summer 20XX
Putubiw, Ghana

World Relief, Volunteer

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

Summer 20XX
Rangoon, Union of Burma

LEADERSHIP AND SERVICE

Co-Founder and President, Gulf Coast Action League

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

August - October 20XX

VOICE Committee, Center for Social Concerns

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

Fall 20XX - Present

Co-President, Notre Dame Peace Fellowship

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

Spring 20XX - Present

Student Leadership Award, Student Government

Fall 20XX, Fall 20XX

Social Concerns Commissioner, Lewis Hall

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

Fall 20XX - 20XX

ND Votes Commissioner, University of Notre Dame

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

Fall 20XX

TECHNOLOGY

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

Demonstrate an interest in the markets

Emily Marie O'Connor

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EDUCATION

University of Notre Dame, Notre Dame, IN

Bachelor of Business Administration in Finance, Bachelor of Arts in Program of Liberal Studies

May 20XX
GPA 3.50

MARKET RELATED ACADEMIC TRAINING AND EXPERIENCE

Internal Market Watch, Notre Dame, IN

Spring 20XX - Present

- 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

Student International Business Council, Notre Dame, IN

Spring 20XX

- Citigroup Sales and Trading Project
- Conducted fundamental analysis and research on various equities, bonds, CD contracts, and options, achieving a portfolio return of 5.2% on a \$15 million account over a two-month period
- Engaged in a weekly discussion led by Citi traders, sales people, and capital markets specialists on central bank policy, different option strategies, and various fixed income trading tendencies

Trading Floors, New York, NY

October 20XX

Job Shadow Participant

- Cultivated relationships and reached out to traders and salespeople by using ND alumni network database and arranged trading floor visits to Citi, Credit Suisse, Deutsche Bank, Goldman Sachs, J.P. Morgan, Mizuho, and UBS
- Shadowed professionals on the Equity Derivatives, Commodity Futures, FX Options, High Yield, and Investment Grade Securities desks to appreciate how desks correspond with the clients, research, and capital markets

UBS Wealth Management, Chicago, IL

Summer 20XX

- Summer Intern
- Constructed and reviewed portfolios to meet the specific financial needs of clients and, if applicable, created structured product opportunities which enhanced client returns while retaining adequate liquidity
- Scrutinized macro and microeconomic releases in order to formulate an overall outlook on how different asset classes would perform in the near-, mid-, and long-term timeframes in various economic scenarios

LEADERSHIP & SERVICE — Experiences should highlight leadership and people skills

Notre Dame Student Senate, Notre Dame, IN

Fall 20XX - Present

- Advocate the needs of Lewis Hall residents by promoting improved special needs facilities, campus safety, and social inclusion initiatives while serving in the student senate

Political Campaign Volunteer, Louisville, KY

Summer 20XX

- Appraised the cost / benefit feasibility of media and social media options to determine the best marketing strategy for the Martha Smith U.S. Congress Campaign; analyzed campaign contributions to ensure compliance with federal guidelines

- Formulated, wrote, and edited different policy positions as part of a team that drafted campaign speeches

Take Ten Urban Childhood Violence Prevention, South Bend, IN

Fall 20XX - Spring 20XX

- Created a "safe zone" environment where children could feel free to voice their issues and develop support groups to share their concerns; established small discussion groups in which children could develop critical thinking skills
- Counseled underprivileged students of local elementary schools in conflict resolution and violence prevention techniques

SKILLS & INTERESTS — Area to showcase your diverse interests and passions

Technical - Bloomberg Certified in Equities and Fixed Income Securities | Proficient in Microsoft Office
Interests - Water Skiing | Trail Biking | Distance Running | Italian Opera | Humane Society | Writing Short Stories |
Activities - Undergraduate Women in Business Conference Committee Member (led initiative to include Social Impact

Michael H. Graves

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EDUCATION

University of Notre Dame, Notre Dame, IN

Bachelor of Business Administration

Second Major: History

Bloomberg Certification in both Equities & Fixed Income Securities

May 20XX

Cumulative GPA: 3.81

Dean's List 20XX - Present

RELEVANT EXPERIENCE AND ACADEMIC TRAINING

Sorin Capital, Stamford, CT

Summer 20XX

- Use "action" verbs as the first word of bullet points, and give results whenever possible
- 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
- Developed an interface allowing the investment team to find favorable price-value mismatches within series of standardized CMBS indices through a Principle Component Analysis Pricing Model, resulting in the firm profiting over \$1.2 million

Morningstar Capital, Chicago, IL

Summer 20XX

- Investment Analyst Intern
- Articulated 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

Student International Business Council, Notre Dame, IN

Fall 20XX

- Goldman Sachs Strategic Advisory Project - Travel Team Member
- Collaborated with a five member team to develop a viewpoint on Netflix (NASDAQ: NFLX) using numerous valuation methodologies; ultimately proposed strategic alternatives for NFLX, including M&A, credit and debt options

Credit Suisse IPO Project - Team Leader

Fall 20XX

- Analyzed the historical IPO of Manchester United (NYSE: MANU) and presented and defended conclusions and decision rationale to senior members of the Credit Suisse banking team; empowered less experienced members by assigning them key roles
- Valued MANU using comparable companies, precedent transactions, and DCF analysis using a WACC of 8.2% and exit multiple of 9.4x 2017E EBITDA, implying an equity valuation of \$2.07 billion and a share price of \$12.28

Wall Street Prep Modeling Seminar, Notre Dame, IN

Spring 20XX

- M&A and LBO Valuation
- Completed an intensive two-day financial modeling course in which the team built an 8-tab financial model and completed a DCF and LBO analysis of Stryker (NYSE: SYK) and Southwest Airlines (NYSE: LUV)
- Extracted data from Value Line, Capital IQ and FactSet to build up the revenue and EBITDA components of the DCF build-out
- Assessed different valuation technologies including precedent acquisitions transactions, comparable public companies, DCF, LBO, and sum of the parts to determine the best valuation tool for the specific cases

Wall Street Club Fall Investment Bank Tour, Chicago, IL

Fall Break 20XX

- Visited Chicago offices of BMO, Citi, Credit Suisse, Houlihan Lokey, J.P. Morgan, Morgan Stanley, Robert W. Baird, and William Blair to learn about their unique cultures, market coverage strategy, and interaction with product team

LEADERSHIP AND COMMUNITY OUTREACH

Jubilee Initiative for Financial Inclusion (JIFFI), VP of Financial Empowerment, South Bend, IN

September 20XX - Present

- Generate microcredit loans to individuals plagued by debt to predatory lenders in the South Bend community after thoroughly evaluating client creditworthiness; enabled participants to pay off their debt at lower and more sustainable interest rates
- Design a curriculum and facilitated classes on financial empowerment in the South Bend community centers which emphasized an understanding of financial literacy in students and adults, helping them escape and avoid the poverty cycle

Notre Dame Rugby Club, VP of Operations, Notre Dame, IN

August 20XX - Present

- Reformed the process for gathering medical information leading to an efficient records system; competed on the varsity squad

BOSCO - Uganda, International Summer Service Learning Project, Gulu, Uganda

May - July 20XX

- Fostered social and economic development in rural communities by installing solar panels to run low-power PCs and training citizens on the benefits and usage of internet; reported violations of human rights to the UN
- Implemented and serviced point-to-point antennas across northern Uganda to enhance communication and provide internet access to schools, seminars, health centers, and NGOs as part of the Battery Operated Systems for Community Outreach Program

Appalachia Service Project, Harley, VA

January - March 20XX

- Advocated a plan to improve the Harley Community Development Center through infrastructure improvement oriented projects to ensure long term viability of the center so it can continue its mission of providing hope and necessary services to residents

SKILLS & INTERESTS — Interests can show your diversified passions and involvement

Technical - Proficient in S&P Capital IQ, Bloomberg, FactSet, Thomson ONE, R Statistics, Microsoft Office and C++
Interests - Political & Moral Philosophy | Web Development and Marketing | Elementary Education Reform | Ran the Holy Half Marathon

Kristen Kelly

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EDUCATION

UNIVERSITY OF NOTRE DAME

Master of Science in Accountancy
Bachelor of Business Administration
Major: Accountancy, Minor: Peace Studies

Notre Dame, IN
May 2020
May 2019
GPA: 3.39

NOTRE DAME LONDON PROGRAM

Study Abroad, International Business Certificate

London, England
Fall 2017

HONORS

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

EXPERIENCE

CROWE HORWATH, LLP

Federal Tax Intern

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

Indianapolis, IN
June-August 2018

TAX ASSISTANCE PROGRAM

Volunteer Tax Preparer

- 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

Mishawaka, IN
January-April 2017

BBDO EUROPE

Special Projects Assistant, Controller's Team

- 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

London, UK
September-December 2016

LEADERSHIP

RYAN HALL

Resident Assistant

- 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

Notre Dame, IN
August 2017-May 2018

GREENCASCADE COMMUNITY SCHOOL CORPORATION

Human Resources Intern

- 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

Greencastle, IN
May 2016-July 2016

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

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, Dean's List Fall 20XX-Fall 20XX

May 20XX

Fundación Ortega y Gasset, Toledo, Spain

May 20XX

Highlight concentrations or course work

INTERNSHIPS

Huron Consulting Group, Chicago, IL

Healthcare Summer Business Analyst

Summer 20XX

- 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 five interns

Summer 20XX

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

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 Connect

- Invited to board to advise students interested in consulting about the work, lifestyle, and recruitment process
- Assist leadership with events and projects, such as the creation of a Notre Dame case preparation booklet

Fall 20XX-Present

Spring 20XX

Project Coordinator, Deloitte Case Competition

- 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

Spring 20XX

Dean's Fellow Treasurer, College of Arts and Letters

- Endorsed by faculty and accepted by the Fellows
- Provide opportunities and support for students to become academically and culturally engaged in events on campus

Fall 20XX

Chairperson, Sophomore Class Council Education Committee

- Directed committee in organizing events to enrich the academic lives of Notre Dame students
- Designed Professor-Student coffee house series to encourage conversation between faculty and students in a relaxed setting

Project Leader, Member, Student International Business Council

- 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

Fall 20XX

EXPERIENCE

Writing Center, University of Notre Dame, Notre Dame, IN

- 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

Spring 20XX-Present

Summer 20XX

Nordstrom, Tyson's Corner, VA

- 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

Mark W. Howard

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

EDUCATION

University of Notre Dame, Notre Dame, IN
 Bachelor of Science Major: Computer Engineering
 Engineering Honors Program
 May 20XX
 GPA: 3.62

Notre Dame London Program, London, England
 Summer 20XX

INTERNSHIP

Lake Shore Cryotronics, Incorporated, Westerville, OH
 Product Development Intern
 Summer 20XX, Winter 20XX

- Developed a user interface and implementation using C# in Visual Studio to send 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

Laura A. Anderson

Current Address: 1 Bullia Road | South Bend | IN | 46637 | llander@nd.edu
 Permanent Address: 5879 Westdale Dr. | Burlington | VT | 05401 | (574) 631-1482

OBJECTIVE

To obtain a chemical engineering position in the pharmaceutical industry utilizing communication, project management, and problem solving skills **If opting for an objective, list the type of position you are seeking, the industry, and skills you possess that are desired for the position**

EDUCATION

University of Notre Dame
 Bachelor of Science
 Major: Chemical Engineering
 Notre Dame, IN
 May 20XX
 GPA: 3.29

Kings College **If transferred from another school, include this information**
 Bachelor of Science
 Major: Chemistry
 Wilkes-Barre, PA
 May 20XX
 GPA: 3.74

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 **Quantify results when possible**

EXPERIENCE

Orthopedic Biomechanics Laboratory
 Undergraduate Research Assistant
 Notre Dame, IN
 Spring 20XX, Summer 20XX

- Executed first phase research and design of bio-mimetic meniscus implant (human knee)
- Collaborated with undergraduate team to adapt design of minimally invasive implant (human hip) for small-scale testing and to develop a live-bone analysis procedure for small-scale implant prototypes

University of Notre Dame College of Engineering

Peer Mentor
 Notre Dame, IN
 Fall 20XX-Spring 20XX

- Instructed and advised 25 students on the concepts of Introduction to Engineering Systems
- Designed and maintained section webpage

LEADERSHIP

Vice President, Engineering Leadership Council
 Representative, London Student Advisory Council
 Speaker, Committee Chair, Society of Women Engineers
 Fall 20XX-Spring 20XX
 Fall 20XX-Spring 20XX
 Spring 20XX

ACTIVITIES

Employer Relations, Engineering Industry Day
 Volunteer, Appalachia Spring Break Service Learning Seminar
 Admissions Ambassador, University of Notre Dame
 Fall 20XX
 Spring 20XX
 Fall 20XX-Spring 20XX

HONORS

Notre Dame Scholar
 National Merit Finalist

SKILLS

Computer: MATLAB, Ansys, C++ , Pro/E, LabVIEW, Microsoft Office
 Language: Intermediate French
 Interests: traveling, piano, ice skating, running marathons, recycling, medieval history

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 | 60001

EDUCATION

University of Notre Dame | Notre Dame, IN May 20XX
 Bachelor of Science, Majors: Science Pre-Professional and Spanish GPA: 3.62
Universidad Popular Autonoma del Estado de Puebla | Puebla, Mexico Fall 20XX

EXPERIENCE ——— | **Experience can be paid or volunteer**

The Hill Lab - Professor Reginald Hill
 Undergraduate Research Assistant | 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 Fall 20XX - Present

- 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 Fall 20XX - Present

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

Choula General Hospital
 Medical Intern | Puebla, Mexico Fall 20XX

- 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 Summer 20XX

- 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 Fall 20XX - Present

- 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 Spring 20XX - Present

- 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
 Fall 20XX - Present

The Observer | Sports Columnist
 Wrote over 100 sports columns that included game previews and recaps, feature stories on Notre Dame Athletics
 Fall 20XX - Spring 20XX

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

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

RESEARCH

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

- Contributed to analog synthesis of polyketide natural products tedanolide and myriaporone ¾ 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. Derek Shepherd, University of Seattle Summer 20XX
 Research Scholar

- 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

PRESENTATIONS AND PUBLICATIONS ——— | **Follow your industry's proper citation process**

Adams, G.M, Lavine, R.E., and Dahlen, E.B. (May 20xx). *Intercellular 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 Interstitial Pairs. *Journal of Applied Physics*, 9(23), 105-118.

EXPERIENCE

Introduction to Biology Laboratory, Notre Dame, IN Fall 20XX - Spring 20XX
 Teaching Assistant

- Taught two sections of lab to 25 first year 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 Summer 20XX
 Emergency Department Volunteer

- Observed physicians and nurses completing medical procedures

SKILLS

Laboratory: Photomicroscopy, Mass Spectrometry, Immunocytochemistry, Plasmid DNA Isolation, Transformation
 Computer: Microsoft Office, Adobe Photoshop, HTML

Language: Fluent in French

————— | **Include key lab skills**

Matt Miles

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

Include relevant courses if they are upper level classes or a different from what most students in a major would take

EDUCATION

UNIVERSITY OF NOTRE DAME

Bachelor of Science, Electrical Engineering, May 20XX
 Overall GPA: 3.12

Notre Dame, IN
 Signals and Systems
 Neural Networks
 Semiconductors I & II
 Electrical Circuits I&II
 Magnetic Fields and Waves
 Communication Systems

RELEVANT COURSES

EXPERIENCE

OFFICE OF INFORMATION TECHNOLOGY

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 FOOTBALL TEAM

Defensive Line, 20XX - Present, Captain - Present
 Gain excellent time management skills balancing a weekly 30+ hour practice, training, competition, and travel schedule in addition to academics
 Serve as liaison between the 30 member defensive unit and the coaching staff attaining skills to deal with the different personalities and resolve concerns
 Foster a spirit of community as peer mentor to three first year team members of the defensive unit
 Acquire mental toughness and became accustomed to pressure situations

LEADERSHIP

ROSENTHAL LEADERSHIP ACADEMY

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

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 Stanford 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

SKILLS

C/C++ , MATLAB, LabVIEW, ESoft, SAP 2000, Photoshop, Microsoft Office

Joshua Bell

Campus: 822 N St. Peter Street | South Bend, IN | 46610 | 574-123-4567 | jbell@nd.edu
 Permanent: 1111 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
 GPA: 3.52

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 RTS 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

Logger/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 scripts

Participant, Los Angeles Entertainment Career Trek

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

LEADERSHIP

Fisher Regatta Head Commissioner

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 attendants, 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

January 20XX - May 20XX
 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, Sand Volleyball

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
 Glynn Family Honors Program
 GPA: 3.96

Notre Dame, IN
 May 20XX

Boston College

College of Arts and Sciences

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

EXPERIENCE

- **Student International Business Council**, Notre Dame, IN
 Credit Suisse IPO Project, Small Group Leader
 Fall 20XX
- Constructed pitch book describing investment highlights, risk factors, and valuation for a historic IPO to present to Investment Banking analysts at Credit Suisse in Chicago
- Ensured learning development of group by providing advising, resources, and feedback
- **Wedbush Securities Investment Experience Project Team Member**
 Produced project to present to analysts at Wedbush Securities consisting of research, volatility analysis and price forecasting for several commodity and currency pairs
 Spring 20XX
- **GTCR Leveraged Buyout Project Team Member**
 Created project to present to Private Equity partners at GTCR in Chicago, which consisted of research summary, projections, and final buy out price of a publicly traded company
 Fall 20XX

Arts and Letters Business Boot Camp

- **Arts and Letters Business Boot Camp**, Selected Participant, Chicago, IL
 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 20 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

Training the Street, Corporate Valuation Seminar Participant

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

LEADERSHIP

- **Program of Liberal Studies Student Advisory Committee**, Representative
 Provide student input to head of academic department
 20XX - Present
- 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

- 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

- 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

Aurora E. Smith

55555 Smart Way • Granger, IN 55555 • (555) 555-5555 • auroraesmith@noemail.com

Education

University of Notre Dame, Notre Dame, IN
 Bachelor of Arts, *summa cum laude*
 Major: Film, Television, and Theatre
 Concentration: Television
 May 20XX
 GPA 3.97

Research

- **Independent Senior Thesis** "Coveted Demos and Better Tomatoes: Contemporary Teen Television and the Small-Town Idyll."
 Advisor: Rory Gilmore
- 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.'" FT 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 - June 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

Honors Program Participant

Notre Dame, IN
 Department of Film, Television, and Theatre
 Completed an honors seminar and participated in an honors colloquium
 August 20XX - July 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
 January 20XX - December 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
 February 20XX

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

Federal Resume for Government Jobs

Federal resumes have certain formats that include specific information, order, character counts, page length requirements and fields. Unlike a civilian resume, the federal resume can be 2-5 pages long due to the extent of information that these require. Create your USAJobs.gov account and build your federal resume with the resume builder to apply for jobs and internships posted on USAJobs.gov.

- 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. This is key to obtain application points.
- 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 they are relevant. For some opportunities, a year of courses can count for experience. List courses and credit hours if relevant.
- Make sure to SAVE the job posting. You cannot access it after the posting closes. Review your application before submitting. If any required question or documentation is missing, your application will not be considered.
- Questions about the posting? Contact the person, number, or email on the job posting often listed under "how to apply."

- Use the **CCAR** model (below) to demonstrate accomplishments and results. Utilize brief paragraphs or bullet statements in the experience and additional information sections that include:
 - **Context** (why important)
 - **Challenge** (what obstacles/risks faced)
 - **Action** you took (not the team's)
 - **Result** (what your action improved, changed, impacted)

- Make it your goal to earn 100 rating points for each application package. Include all relevant information concisely. Divide the section into sub-categories (such as leadership, activities, honors, professional associations, service). Include activities, even from high school, that demonstrate you have the knowledge, skills, abilities, or experiences required.

- 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, or 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".

Detailed action - how it was accomplished moving in to result

Convey context, action taken, and the result

Clearly identify result of action

Example of CCAR

Luke Harzel
3333 Cherry Lane, Treeline, MI 88888 | lharzel@nd.edu 000.222.3333

Objective

Obtain a summer internship position in the Cryptanalysis and Exploitation Services Summer Program or the Graduate Mathematics Program at the National Security Agency utilizing data science, data analysis and advanced mathematical skills before beginning a Masters of Science in Applied and Computational Mathematics and Statistics with a focus on predictive analytics.

Experience

Learning Resource Center 219 Coleman-Morse Center Notre Dame, IN 46556 United States	09/2012-05/2014 Salary: ###.## USD Per Hour Hours per week: 4
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Peer Tutor

- Exceptional academic performance coupled with strong oral and written communications skills led to employment as a peer tutor
- Tutored first year students struggling in calculus courses by reviewing and strengthening their understanding of class content leading to the students' successful completion of the course
- Deconstructed complex mathematic concepts for struggling students by breaking the concept down into simple and easy to replicate steps resulting in the enhancement of students' understanding of the concept and ability to complete assigned homework problems
- Conducted large group review sessions available to all students covering calculus course content by facilitating discussion between students on various content allowing the students to verbalize their understanding of concepts, learn from each other, and successfully increase students' confidence in their comprehension of content on the final exam

South Bend Office of Innovation 227 W Jefferson Blvd South Bend, IN 46601 United States	06/2013-08/2013 Salary: ###.## USD Per Hour Hours per week: 40
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Data Analyst Intern

- Acquired and cleaned crime report and street light data using R resulting in the successful analysis of the relation between street lighting and crime in the city of South Bend.
- Analyzed crime report and street light data using neighborhood spatial requirements and statistical distribution of the data leading to a successful policy recommendation to the mayor's council on crime reduction methods
- Developed a procedure using numerical analysis for the measurement of police effect allowing the South Bend city government to correctly identify successful policies
- Created a tutorial for city employee ArcGIS users teaching proper implementation of the ArcGIS-R bridge resulting in the increase in statistical analysis tools through R further enhancing data analysis
- Developed a methodology using object oriented programming for analysis of peak times and locational hotspots of Computer Aided Dispatch [CAD] calls to the police department leading to decision making of when and where additional police force would prove helpful
- Exploited data structures using algorithms in a hands-on experience

Clarify full result

Olympia Dance Center
111 Jeffy St. SE
Allerton, IL 00000 United States

09/2009-06/2012
Salary: N/A USD Per Hour
Hours per week: 2

Assistant Dance Teacher

- Identified struggling students and conveyed information in the learning style best suited for the student resulting in the student's successful mastery of the dance step
- Managed classes of 10 dancers aged 5-6 through structured lesson plans resulting in a unified presentation of learned skills in a dance recital

CCAR example

Detailed action into result

Education

University of Notre Dame Notre Dame, IN United States
Master of Science, May 2016
Area of Study: Applied Mathematics and Computational Statistics
Specialty: Predictive Analytics
Relevant Coursework: Applied Linear Models, Topics in Statistics

University of Notre Dame Notre Dame, IN United States
Bachelor of Science, May 2015
GPA: 3.714/4.0
Credits Earned: 119 Semester hours
Major: Applied Mathematics and Computational Statistics
Minor: Asian Studies
Relevant Coursework: Strong mathematical skills developed in upper-level mathematics courses including Applied Linear Models, Numerical Analysis, Time Series Analysis, Statistical Methods in Data Mining and Prediction, Scientific Computing, Statistical Methods and Data Analysis, Mathematical and Computational Modeling, Mathematical Statistics, Numerical Analysis

Detailed action

Acceptable to repeat language clearly pointing to the result

Languages

French: Spoken: Intermediate	Written: Beginner	Reading: Intermediate
Spanish: Spoken: Intermediate	Written: Beginner	Reading: Beginner
Korean: Spoken: Beginner	Written: Beginner	Reading: Beginner

Additional Skills

Programming and Software: Microsoft Word, Excel and Power Point, R, MATLAB, C++, ArcGIS

Relevant Projects:

- Data Analysis-The Statistical Analysis of Gender Bias in Films**
- Analyzed the relationship between the Bechtel test scores for films and profit through the utilization of statistical analysis tools in R, resulting in a thorough understanding of computer based statistical analysis and understanding of variables contributing to the gender biasness of a film

Programming-Tetris

- Demonstrated experience in utilizing user defined types, for and while loops in C++ to create a compliable and playable Tetris like computer game resulting in an interactive demonstration of a mastery of C++ code programming skills

International Study:

Yonsei University Summer Special Program, Seoul, South Korea (Summer 2014)

- Lived and attended school in Seoul, South Korea
- Academic studies focused on Korean language

Yonsei University Exchange Program, Seoul, South Korea (Fall 2014)

- Lived and attended fall semester of junior collegiate year in Seoul, South Korea
- Academic studies focused on Korean history, Korean media, Korea philosophy and Korean language

Civic Leadership:

Vice President and Member, University of Notre Dame Juggling Club, 2012-2015

- Recruited new members through the collection of emails at the club fair resulting in the growth of attendance and representation in the club
- Taught new members the skills necessary to juggle balls as well as other juggling items through step by step explanations and encouragement resulting in all members being able to juggle

Treasurer and Member, University of Notre Dame Swing Club, 2012-2015

- Budgeted for special events and workshops through the collection of club dues and fundraisers resulting in occasional workshops and the weekend exchange with other university swing clubs
- Documented current dues paying club members for the continued running of the club under university policy

Big Brother Little Brother Commissioner, Sorin Hall, 2013-2014

- Organized events between upper and lower classmen in the dorm successfully facilitating positive relations within the dorm and providing additional support for first year student's in their adjustment to college life

Interests:

Tutoring, Foreign Languages, Traveling, Dancing, Music

References

Name: Dr. Doug Stiller
Employer: University of Notre Dame, Applied Mathematics and Computational Statistics
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Phone: 574-631-4444
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Name: Marvin Sturdy
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Action, Context, Result