


Resumes

The Basics

- **Length:** Resume must be **one page**; maximize space via margins, spacing, etc. DO NOT USE TABLES, GRIDS OR TEMPLATES.
- **Font:** 10- or 12-point ; choose an easily readable, professional typeface (i.e. Times New Roman, Arial, Arial Narrow, Calibri or Verdana).
- **Margins:** Right and left margins are consistent with a minimum of a ½ inch on all sides.
- **Alignment:** Use tabs to align headers, entries, bullets, dates and content throughout (use consistent font and spacing). DON'T use the spacebar to try to align things.
- **Bullets:** Use the same style and size throughout (i.e. all circular: ●).
- **Dates:** Cite only month and year consistently (i.e. January 2016–Present instead of 1/16–Present). List experience in *reverse chronological order* with the most recent experience listed first within each section (e.g. 2023, then 2022, then 2021).
- **Contact Information:** Name (should be the largest font on the resume), city and states, professional email and phone number at the top.

Social Media: It is not necessary to include on your resume. You may include a link (i.e. www.linkedin.com/in/NAME) to a complete and professional LinkedIn profile in your contact information (ensure it does not look cluttered). Use this: [LinkedIn Profile Check List](#). Do not include links to any other social media unless you are pursuing a social media related position and your social media accounts are “clean”.



Name	
Address • Phone • Email	
EDUCATION	
Rutgers University – Rutgers Business School <i>Bachelor of Science in Finance & Minor in Economics</i>	New Brunswick, NJ Expected: May XXXX
• Cumulative GPA: 4.0/4.0	
• Honors & Awards: Academic Excellence Award (top 10% of graduating class), Vito D'Orio Memorial Scholarship, Dean's List (All semesters), ODE: Economic Honors Society, National Society of Collegiate Scholars	
• Relevant Coursework: Financial Management, Money & Banking, Intermediate Micro Analysis	
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WORK EXPERIENCE	
PNC Financial Services <i>Summer Analyst, Corporate Banking</i>	Woodland Park, NJ June XXX – August XXX
• Performed financial due diligence on private and public prospects with at least \$10+ million in revenue to determine liquidity and credit worthiness for corporate lending opportunities	
• Analyzed financial statements of comparable companies to determine differences in financial leverage and liquidity	
• Reviewed field examinations and loan agreement to determine potential credit risks and presented findings to RMs	
• Created a debt financial covenant maturity schedule to ensure proper compliance with various loan agreements	

The Details

1 Name and Contact Information

- Your Name should be the largest font on the page
- Only include your city and state – DON'T include street address
- Include your cell number and your personal/professional email address
- Include your LinkedIn profile link (if you are a CIS major and have an active GitHub account, provide that as well)

2 Education

- Do NOT list high school
- Provide the name of the school, major, expected graduation date
- You may list courses that make you stand out from the crowd or are relevant to the job you are applying for
- Only include your GPA if it is 3.0 or better. The position posting may also ask for it.
- Honors/Awards not required, so include only if you have honors/awards to mention

3 Work Experience or Professional Experience

- Make sure you are consistent with formatting
- Jobs should be listed with the most recent first and then in reverse chronological order
- Provide: company name, position title, city and state, dates of service (month and year only)
- Use action verbs to list accomplishments and value-added to the company – **not** "responsible for"

4 Leadership Experience and/or Professional Development

- Leadership roles in campus organizations or teams
- Community volunteer activities
- Conferences attended or other development activities

5 Skills and/or Interests

- List only provable skills like technical or language skills – no "hard-worker" or "time management"
 - Provide technical skills as they are listed in the job post EXACTLY
 - Language skills should be specific regarding proficiency in reading, writings, and speaking skills

Note About Experience:

Don't feel like you have to separate your different kinds of experience. You can list all of your work, leadership, and volunteer experience together if you feel it works better for you that way.

Remember, this is about **YOUR** story.

What DOESN'T Belong

- Any EEOC protected information: gender, race, religion, marital status, sexual orientation, physical attributes or handicaps or accommodations needed
- Objective – Objective statements are no longer standard. You may see online templates using them but don't include this section.
- The words "References Available on Request"
- Photo of you even though you may see samples online that include one.

Before submitting:

- Do one last spell check
- Zoom out so you can see the entire page – ensure everything lines up and the page is balanced – also, make sure you don't have an accidental blank page at the end.

1

Joseph L Test

Raleigh NC • 919-555-1234 • JLTtest@mail.com

2

EDUCATION

Saint Augustine's University – School of Business Management and Technology
Bachelor of Science in Business Administration

Raleigh NC

Expected: May XXXX

- Cumulative GPA: 3.2/4.0
- Honors & Awards: Deans List, CIAA Student Athlete of the Year 2022
- Relevant Coursework: Project Management, Data Analytics

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EXPERIENCE

Wells Fargo Financial Services

Raleigh NC

Summer Analyst, Corporate Banking - Intern

June 20XX – August 20XX

- Conducted in-depth financial analysis and due diligence of \$10M+ revenue companies to assess creditworthiness for corporate lending, including liquidity analysis, financial statement analysis, and comparable analysis.
- Developed expertise in analyzing financial leverage, liquidity ratios, working capital trends, cash flow, and risk factors to determine corporate credit risks and lending opportunities.
- Reviewed loan agreements to identify financial vulnerabilities, emerging risks, or changes in borrower's financial standing; presented detailed risk analysis to Relationship Managers to aid lending decisions.

PwC PricewaterhouseCoopers LLP

Washington DC

Assurance Intern

July 20XX – August 20XX

- Implemented a substantive detail testing technique using Target Testing for two IPOs, which verified the existence of selected inventory and account receivable accounts.
- Executed revenue tests in order to determine profitability metrics.
- Created a stock options profile chart which allowed for greater transparency to the options plan of preferred shareholders.

4

LEADERSHIP EXPERIENCE

Student Global Leadership Fellowship

Raleigh NC

Senior Fellow

September 20XX – Present

- Selected as one of 14 students to participate in an intensive 5-month leadership development program.
- Led a fellow team to research and develop a capstone project analysis and presentation in *Economic Development the new Urban Homeless*.
- Mentor junior members in the development of their analytical and presentation skills to align with 21st Century industry expectations

Campus Activity Board

Raleigh NC

Junior Class Representative

September 20XX – May 20XX

- Demonstrated strategic leadership by analyzing student attendance and satisfaction data to recommend optimal campus activities that engaged both campus-wide and targeted student groups.
- Led financial planning and budget oversight of \$5,000+ per semester for junior class events and activities including vendor relations, marketing, and refreshments.
- Spearheaded end-to-end event management from planning to execution for diverse campus programs and initiatives.

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SKILLS, LANGUAGES, & INTERESTS

Computer Skills: MOS Expert Certificates in Microsoft Word and PowerPoint, MOS Associate Certificate in Excel, Adobe Certified Professional in Photoshop

Languages: Conversational Proficiency in Spanish