

Writing Your Resume

Your resume needs to make an impact in less than 10 seconds!

Tips for writing your resume

Format is Important:

- Use a font that is easy to read and not too small
- Do not use a template, you want a unique resume that is easy to modify
- Do not include personal information such as your age/date of birth, religion, or photos
- Keep the margins and all formatting consistent
- Keep your resume to one page

Types of Resumes

Experienced Based: for student with work and internship experience, allows you to highlight what you did, how you did it and the result

Skills Based: for those who are looking to highlight skills that are transferable (achieved through course work, student clubs, organizations and volunteer opportunities and may not have a lot of work experience, especially in the area they are studying.

Below is an outline with tips and key points to consider when completing your resume.

Major Heading/What to Include

Education: University, location, with major/course of study, GPA if over 3.0, anticipated graduation date, and any scholarships, relevant coursework

Experience (internship or work): include company name, job title, location, dates of service, and at least two bullets with description on accomplishments

Activities, volunteer experience, or school activities: include organization name, title/position held, location, dates of service, and accomplishments

Skills: related to various computer programs and language abilities, and additional skills if using skills based resume

Please note: This document is a resource to guide students on common resume practices in specific country and cultural contexts, which may differ from those of the United States. The information that students submit on their resume is not used as a basis for acceptance into the Global Internships program. Students are not required to include all items included on this template and can use their discretion in following these guidelines. However, please keep in mind that not adapting your resume to the template may impact the local organizations ability to properly evaluate your resume.

When highlighting your experience, internship or employment, and activities, volunteer or student related, use positive action verbs and focus on accomplishments!

- Positive outcomes resulting from your actions/proposals
- Exceeded quotas, expectations
- Created ideas successfully adopted by others or which you have implemented yourself
- Demonstrated effective leadership or management

Action Verbs

Below is a selection of some action verbs that can be used to describe work responsibilities, projects, and achievements when writing your resume.

Management skills	Communication skills	Clerical or detailed skills
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated
Research skills	Technical skills	Teaching skills
clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated
Financial Skills	Creative Skills	Helping Skills
administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented

Sample Resume -Experience**NAME STUDENT**

Skype: topstudent.nus

Mobile: +65-94355512 | topstudent@gmail.com

OBJECTIVE

A challenging Summer Internship in the Toronto area company where I can learn and contribute

EDUCATION**University of Southern California (USC)**

Master of Communication Management

Los Angeles, CA

May, 2011

University of Shanghai for Science and Technology (USST)

Bachelor of Arts in Editing and Publishing

Shanghai, China

June, 2009

WORK EXPERIENCE**The Bundpic Periodical****Marketing Assistant**

Shanghai, China

May-July, 2009

- Organized and maintained clients' information to keep accurate records
- Communicated with potential clients in order to sale advertisement space in the periodical
- Used Photoshop and CorelDraw to design advertisement initial layout.
- Assisted in organizing and running large-scale entertainment events and news conferences.

Natpal Project**Web Editor**

2009

Shanghai, China

November, 2008- May,

- Monitored and edited web pages for over 5,000 American companies in order to increase accuracy
- Collected information and managed web content for these companies.

ADT Telemarketing center**Sales, Marketing assistant**

2009

Shanghai, China

October, 2008- May,

- Identified potential clients' information in Southern California and built up database.
- Proposed telephone sales techniques and prepared for calls to prospective clients.
- Made telemarketing calls to prospective clients to promote the product of ADT security system.

Direct Mail Advertising Brochure**Layout Designer/Sales**

Shanghai, China

December, 2008

- Designed the format and layout for a Christmas Sale DM brochure
- Collaborated with clients to create advertisement/promotional material designed to increase product awareness

Dahe Daily**Reporter**

Zhenzhou, China

June-August, 2008

- Interviewed and wrote news reports of social events and Beijing Olympic Games.

SKILLS

Languages: Excellent Mandarin, Fluent English

Computer: Microsoft Excel, Word, PowerPoint, Photoshop, CorelDRAW

Personality: Extroverted, Enthusiastic, Initiative, Professional

Sample Resume - Skills**NAME STUDENT**

123 Shattuck St. Apt 3A | Berkeley, CA 94720

510-555-1234 | topstudent@berkeley.edu

OBJECTIVE

A challenging Internship in a Toronto Financial Services firm where I can learn and contribute

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY

Berkeley, CA

Bachelor's Degree Economics and Communications, **GPA: 3.21**

May 2011

Relevant Courses: Financial Statement Analysis, Financial Strategies, Financial Economics, Finance, Financial Accounting, Business Administration, Speech Communications and Mass Communications

GALILEO HIGH SCHOOL

San Francisco, CA

Diploma – College Prep Curriculum, **GPA: 3.4**

May 2007

Certificate of Distinction, American Mathematics Competition; Certificate of Honor, National Honor Roll

INTERNSHIP

Merrill Lynch

Oakland, CA

Wealth Management Intern

5/08-8/08

- Compiled data mapping compliance project on 365 funds under management for over five years
- Created master fund information spreadsheet, gathering data of funds and benchmarks

SKILLS**ANALYSIS AND PROBLEM SOLVING**

- Developed skills in analysis, modeling, proofs, and quantitative problem solving from math and economics
- Received awards in national math competitions involving problem solving and logic

FINANCIAL AND RESEARCH

- Operated Bloomberg Terminal and performed extensive use of Excel in data mapping project
- Identified and tracked irregularities in fee ratios and benchmarks in data reconciliation project

TEAMWORK AND LEADERSHIP

- Worked closely with Investment Operations, Investment Management, Legal and Marketing departments
- Created composite document communicating wealth fund growth, reflecting input from departments

TECHNICAL AND LANGUAGE SKILLS**Computer** – PC/Mac; Excel, Word, PowerPoint, Access, Bloomberg System**Language** – Speak, Read and Write Spanish and Basic Japanese**EXPERIENCE**

Chimichanga Man

Berkeley, CA

Waiter

11/08 – Present

Reality Check

Below are some reminders to keep in mind regarding internships in Toronto.

- Companies may need interns anywhere from three weeks to a year; your time constraints might be too short or too long for what they are looking for in an intern.
- Evaluate the difference between what your abilities and credentials are and what you wish they were. You might not have the necessary credentials at this point to get that dream internship but you can focus on an internship that will get you the credentials you seek.
- Remain open-minded about your options in a diverse range of fields and organizations. Don't miss out on a great opportunity based on your limited knowledge or experience. You may not have heard of an organization but that doesn't mean that it won't be a great internship experience.
- In some cases, one interview will suffice to secure your internship; in other cases two or more may be required. This is dependent on the company's needs.
- We cannot change company internal policies to meet the parameters of the internship program. Some organizations may have their own policies on international students, internship length, etc.
- Some sectors are more demanding than others. Can you meet the expectations and are you willing to put in the time? Be honest now to prevent issues at your internship later.
- Prepare for an unpaid internship Sometimes companies provide a stipend but this is not an obligation on the part of the company.
- Work is not always glamorous and you will have routine and administrative tasks.
- Expect to do work and be responsible for certain projects. Internships are not just a shadowing opportunity.
- Once you begin your internship, keep in mind that you will be responsible for yourself. Many work environments, are extremely busy and overworked with little time to manage an intern. Keep being proactive!