

HOW TO: WRITE A WINNING RESUME

A resume is a self-marketing tool that can be used to apply to jobs, internships, research experiences, graduate school and more. It is an advertisement of the skills, knowledge and experiences that make you a great fit for a particular position, so you should tailor your resume to the roles you are seeking whenever possible.

Formatting Layout

To create your resume, place your experiences into categories, or sections, like those listed below. Customize to fit your background and experience. The sections below are commonly used on resumes but may be different for each individual. Undergraduate and entry-level resumes are typically one-page, with font size ranging from 10 - 12 point, and margins between ½ - 1 inch wide. Your resume should always be error-free.

Contact Information

Your Name – make it big and bold. It should stand out!

Email – Use a conservative address if not VU email and **cell phone number**. Include only one of each.

Home or School Address – Optional but choose one.

LinkedIn Profile URL – Optional; remember to customize.

Profile | Summary | Objective (optional)

The purpose of this section is to specify the position you desire and the skills you possess.

- This section explains or clarifies what you are seeking in a position, so it must be specific and tailored to each role.
- Strike a balance between what you want and what you can offer via your skills, experience and interests.
- Keep it short and to the point.
- If your resume adequately and thoroughly showcases your relevant experience, this section may not be necessary.

EXAMPLE: Refer to **A** on the Sample Resume pages.

Education

This section should come first on all undergraduate student resumes.

- List school name, school location, degree(s), date of graduation, major(s), minor(s) and concentration(s).
- **Optional:** list overall GPA and major GPA, class rank, academic honors, scholarships, thesis, research, pertinent coursework or certificates. Coursework could be a separate section if you have taken many relevant courses.
- Listing a GPA is not required. Generally, if it is a 2.8 or higher or if you feel it is a positive reflection of your potential, you should include it. Be aware that some employers expect to see GPA and may ask if it is missing.
- Include schools where you have studied abroad and (optional) high school/other colleges you may have attended.

EXAMPLE: Refer to **B** on the Sample Resume pages.

Academic Projects | Papers | Research Experience

You may wish to include academic projects, papers or research experiences on your resume to highlight in-depth or hands-on learning that may be relevant to an employer.

- These experiences often occur in the classroom but may be external such as conferences or summer research.
- List name of project, class or organization, if applicable and dates or semester when it took place.
- Describe as you would any work or internship experience – focus on accomplishments, results and skills.

EXAMPLE: Refer to **C** on the Sample Resume pages.

Experience

This section can be tailored to fit your unique experiences and even be split into multiple sections. Include the name and location of the organization, your position title and dates of employment or involvement. Create meaningful descriptions that begin with strong action verbs and focus on what you learned, skills gained and how you contributed. Here are some examples:

- “Work Experience” – use this section heading if you are listing paid employment such as internships, part-time jobs within your area of interest or summer jobs and after-school positions unrelated to professional goals.
- “(Industry) Experience” – use this section if you are applying to positions in a specific industry such as Marketing, Engineering, Healthcare, etc. It can include both paid and unpaid experiences, academic and non-academic experiences, activities, service, etc.

EXAMPLE OF GENERAL EMPLOYMENT SECTION: Refer to **D** on the Sample Resume pages.

EXAMPLE OF INDUSTRY-SPECIFIC SECTION: Refer to **E** on the Sample Resume pages.

Honors & Awards (optional)

Include this section only if you have several honors and/or awards.

- If you only have one or two honors, include them in the Education section, if academic or combine it with another section such as Skills or Activities.

EXAMPLE: Refer to **F** on the Sample Resume pages.

Activities & Leadership

Activities, or extracurriculars, are very important on your resume. They highlight what you care about and how you spend your time outside of class. Activities are a great way to showcase transferrable skills/competencies on a resume.

- Include college, community, volunteer, professional and potentially, relevant high school activities.
- List leadership titles or roles you've held.
- For meaningful activities, create descriptions illustrating your role and accomplishments, particularly if applicable to career goals. Describe in similar terms as your Work Experience or Projects section.
- Leadership is a top competency that employers look for, so if you have exhibited leadership through your activities, be sure to highlight it perhaps in a section called “Leadership” or “Leadership and Activities.”
- May use other headings to more specifically discuss your experiences such as Leadership, Volunteer, or Athletics.

TIP: Descriptions are not necessary for everything on your resume.

EXAMPLE OF ACTIVITIES: Refer to **G** on the Sample Resume pages.

EXAMPLE OF LEADERSHIP: Refer to **H** on the Sample Resume pages.

Skills

Include a Skills section to highlight any hard skills (measurable/quantifiable) or certifications you may have.

- Hard skills can include computer hardware or software, clinical, technical, foreign language or other unique skillsets.
- Qualify how well you know it whether you are *Fluent*, *Proficient*, *Conversational*, *Exposure to*, or *Familiar with*.
- Particularly critical for highly technical positions, such as technology or engineering.
- **Do not** include “soft” skills. These are non-technical skills that are difficult to measure or quantify (such as communication, teamwork, responsibility). Instead, include these competencies in your bullets in other sections.

EXAMPLE OF SKILLS FOR TECHNICAL ROLE: Refer to **I** on the Sample Resume pages.

EXAMPLE OF GENERAL SKILLS SECTION: Refer to **J** on the Sample Resume pages.

Final Tips & Steps

- **Free of errors!** Proofread your resume several times and have it checked by a career counselor before submitting.
- **Avoid templates.** They limit your ability to easily edit your resume and can work against you in a company's applicant tracking software.
- **Tailor to your audience.** Include language (keywords) from the job description throughout your resume.
- **Emailing your resume?** Save as a PDF and email as an attachment unless instructed to do otherwise.
- **Seek advice:** Career Center staff, VU faculty & staff, and professionals can help! **Career Center Resume Reviews:** Schedule an appointment with a career counselor or visit during drop-in hours (information on Handshake).

descriptive verbs

FOR RESUME WRITING

analyze

Administer
Allocate
Appraise
Audit
Balance
Budget
Calculate
Compute
Design
Develop
Discover
Forecast
Hypothesize
Identify
Interpret
Investigate
Manage
Plan
Project
Recommend
Report
Research
Scan
Solve
Study
Suggest
Summarize
Test
Translate
Verify

accomplish

Achieve
Complete
Establish
Expand
Improve
Increase
Pioneer
Reconcile
Reduce (losses)
Resolve(problems)
Restore
Spearhead
Transform

communicate

Address
Arbitrate
Arrange
Author
Collaborate
Convince
Correspond
Create
Define
Develop
Direct
Draft
Edit
Enlist
Formulate
Help
Influence
Interpret
Lead
Lecture
Mediate
Moderate
Motivate
Negotiate
Obtain
Persuade
Promote
Publicize
Read
Reconcile
Recruit
Sell
Speak
Translate
Write

coordinate

Control
Decide
Deliberate
Develop
Direct
Execute
Formulate
Implement
Manage
Orchestrate
Organize
Plan
Regulate
Schedule

create

Act
Conceptualize
Create
Customize
Design
Develop
Direct
Illustrate
Initiate
Integrate
Introduce
Invent
Market
Perform
Revitalize
Shape

manage

Administer
Advise
Assign
Attain
Authorize
Balance
Budget
Chair
Compile
Consolidate
Contract
Control
Coordinate
Delegate
Demonstrate
Develop
Direct
Distribute
Evaluate
Execute
Expedite
Institute
Organize
Oversee
Prioritize
Produce
Propose
Purchase
Recommend
Review
Schedule
Streamline
Strengthen
Supervise
Train
Update

manufacture

Assemble
Build
Calculate
Compute
Control
Design
Devise
Engineer
Fabricate
Handle
Maintain
Operate
Overhaul
Plot
Program
Remodel
Repair
Ship
Solve
Troubleshoot
Upgrade

organize

Approve
Arrange
Catalog
Classify
Collect
Compile
Count
Dispatch
Duplicate
Edit
Execute
Generate
Implement
List
Measure
Monitor
Operate
Prepare
Process
Purchase
Record
Retrieve
Screen
Specify
Tabulate
Transcribe
Transpose
Validate

research

Calculate
Clarify
Collect
Compose
Critique
Decide
Design
Devise
Diagnose
Discover
Evaluate
Examine
Extract
Extrapolate
Forecast
Gather
Hypothesize
Identify
Inspect
Interpret
Interview
Investigate
Organize
Perceive
Plan
Review
Solve
Summarize
Survey
Synthesize
Systematize
Write

teach & help

Adapt
Administer
Advise
Advocate
Assess
Assist
Attend
Care
Coach
Communicate
Consult
Coordinate
Counsel
Delegate
Demonstrate
Develop
Diagnose
Direct
Educate
Enable
Encourage
Enlist
Evaluate
Explain
Facilitate
Guide
Inform
Initiate
Instruct
Lead
Lecture
Listen
Mentor
Motivate
Perceive
Persuade
Present
Recruit
Refer
Rehabilitate
Reinforce
Relate
Represent
Select
Speak
Support
Train
Tutor
Understand

Will D. Cat

Address | Email | Phone | LinkedIn URL

B

Education

Villanova University, Villanova, PA May 20XX
Bachelor of Arts (Undeclared)
GPA: 3.8 | Dean's List

Madden High School, Johnstown, PA June 20XX
GPA: 4.3 | Distinguished Honor Roll
National Honor Society | Valedictorian | Top 5% of Class

G

Leadership & Activities

Member, Special Olympics | Villanova University September 20XX – Present

- Participate in Fall Festival, the largest university student-run Special Olympics event in the world led by Villanova University's Special Olympics Committee.
- and ensuring safety of 500+ athletes in attendance.

H

Member, NOVADance | Villanova University November 20XX – Present

- Contribute to a year-long fundraising effort for the Andrew McDonough B+ Foundation, culminating in a twelve-hour dance marathon each spring on campus.
- Served on Morale Committee, which oversaw fundraising efforts and dancers during the 12-hour dance marathon event.
- Aided in fundraising efforts of over \$500,000 to support B+ Heroes battling pediatric cancer and their families.

Varsity Captain, Cross Country | Madden High School August 20XX – June 20XX

- Worked closely with coaches and fellow captains to plan training sessions, race day preparations and community service events.
- Oversaw 40+ teammates during practice drills, post-practice workouts and team-bonding events.
- Helped lead the team to a state title in 20XX and a fifth-place finish at nationals.

Member, Debate Team | Madden High School September 20XX – June 20XX

Volunteer, Good Samaritan Hospital | Johnstown, PA January 20XX – April 20XX

D

Work Experience

Camp Counselor, Twin Worth Day Camp | Johnstown, PA June 20XX – August 20XX

- Led a group of 15 eight-year-old campers for a 7-week overnight camp.
- Collaborated with 5 counselors to plan events such as 'Getting to Know Camp' & 'Helping Others Through Listening.'
- Worked closely with 15 co-counselors to ensure safety of 100+ campers during camp activities and free time.

J

Skills

Languages: Proficient in Spanish, Conversational in French

Software: Canva, Microsoft Office (PowerPoint, Excel, Word), and Photoshop

WILL D. CAT

Address

[Email](#)

Phone

LinkedIn URL

B EDUCATION

Villanova University, Villanova, PA | May 20XX
Bachelor of Science in Biology | Honors Program
Minors: Sustainability, Psychology
GPA: 3.65

Franklin High School, State College, PA | June 20XX

C RESEARCH

Penn State Department of Biology, Penn State University | Summer 20XX
Summer Research Associate

- Conducted independent study as an NSF-funded research experience for undergraduates on the biological basis of behavior
- Studied socially induced oxytocin activation in the hypothalamus of prairie voles using immunohistochemistry

The Curry Labs at Villanova, Villanova University | Spring 20XX
Researcher - Freshman Match Program

- Scored dawn chorus ARU samples obtained at active chickadee nests over the previous five spring breeding seasons
- Listened to recordings while observing graphical representation (a sonogram) on a computer screen to categorize chickadee songs by species
- Entered this and temporal information into relational database

E MEDICAL SHADOWING

Jefferson Hospital – Emergency Medicine, Philadelphia, PA | Fall 20XX
Dr. Jonas Vision and Eye – Optometry, Glenside, PA | Spring 20XX
Dr. Ben Murray – Internal Medicine, Bryn Mawr, PA | Fall 20XX

I SKILLS

Laboratory: Experimental Design, Gel Electrophoresis, Polymerase Chain Reactions, Spectrometry, Titration, Western Blotting, Quantitative Analysis

D WORK EXPERIENCE

Gullifty's Restaurant, Rosemont, PA | August 20XX-Present
Shift Manager, Server

- Train new staff members on wait staff etiquette in a fast-paced atmosphere
- Promoted from server to shift manager within three months of start date

Sterling Lake Camps & Programs, State College, PA | Summer 20XX
Camp Counselor

- Supervised well-being and recreational activities of campers aged 8-12

G ACTIVITIES & SERVICE

Pre-Med Club
Special Olympics, Local Program Host
Club Basketball
Villanova Day of Service

WILL D. CAT

Address • Phone • E-mail • LinkedIn URL

A

SUMMARY

Senior Chemical Engineer seeking a full-time role in process engineering. Possesses two years of applicable coursework and internship experience in the coatings industry. Skilled in Excel, Aspen, Minitab (DOE & Regression) and technical writing.

B

EDUCATION

Villanova University • Villanova, PA May 20XX
Bachelor of Science in Chemical Engineering GPA: 3.5
Chemical Engineering Honors Society • Dean's List

University of Copenhagen • Copenhagen, Denmark Spring 20XX
Relevant Coursework: Materials Science & Polymers, Environmental Engineering, Thermodynamics

E

CHEMICAL ENGINEERING EXPERIENCE

R&D Intern • Axalta Coating Systems • Philadelphia, PA Summer 20XX

- Developed 15 paint formulations for digital printing application and characterized their rheology
- Created new experimental procedures and test methods for new-found digital printing device
- Quantified large data sets to understandable results. Conversant in polymer and colloid science

Research Assistant • Villanova Department of Chemical Engineering • Villanova, PA Spring 20XX

- Conducted research aimed at enhancing efficiency of gene therapy in treating genetic diseases under supervision of Dr. Jacob Elmer

AIChE Process Safety Training • SChE Certificate Program Spring 20XX

- Engaged in 16-hour course on process safety sponsored by Center for Chemical Process Safety
- Focused on emergency management, operating procedures and workplace competency

Chemical Engineering Car Club • Villanova University Fall 20XX

- Worked on a team of five to design a small car powered only by chemical reactions
- Created lab procedures for the design of an electrochemical battery
- Optimized final design through research of preliminary models

H

LEADERSHIP

Vice President • Chemical Engineering Honors Society

- Collaborated with board on innovative ways to engage 20 new members of society
- Developed and implemented inter-society networking and peer-to-peer tutoring programs

Trip Leader • Society of Women Engineers Service Trip to Costa Rica

- Conducted STEM workshops in three schools to inspire kids about engineering
- Lead "bouncy ball experiment," teaching 200+ students about polymers and physical properties

Special Olympics Volunteer • Villanova University Fall Festival

D

WORK EXPERIENCE

Administrative Assistant • Bright Smiles Dentistry • Pittsburgh, PA Summer 20XX
Lifeguard • Rolling Hills Recreational Center • Pittsburgh, PA Summer 20XX

WILL D. CAT

800 E. Lancaster Rd, Villanova, PA 19085
Mobile | willdcat@villanova.edu | LinkedInURL

B EDUCATION

VILLANOVA UNIVERSITY | Villanova, PA | May 20XX

Bachelor of Arts in Communication

Specialization: Journalism and Organizational Communication

GPA: 3.65/4.0 | Dean's List

E COMMUNICATION & EDITORIAL EXPERIENCE

STRATEGIC COMMUNICATIONS INTERN | VU College of Liberal Arts & Sciences | October 20XX - Present

- Collaborate with team of four on public relations, marketing, and communications initiatives for the professional development area of the Office for Undergraduate Students (OUS).
- Research, write, and edit content for the OUS website and social media channels.
- Curate social media content to advertise career workshops and professional development initiatives.

CORPORATE COMMUNICATIONS INTERN | Edelman - New York, NY | June 20XX - July 20XX

- Wrote and edited articles to be distributed to firm's thousands of employees via Intranet.
- Researched employee recruitment trends on social media and prepared copy for Edelman's various social media channels including LinkedIn, Instagram and Facebook.
- Created recurring email campaigns highlighting industry and company news to 4,500+ employees.

OPINION WRITER | The Villanovan - Villanova University | August 20XX - Present

- Organize and coordinate editorial section of weekly newspaper with circulation of 10,000.
- Write multiple front-page articles on topics ranging from political elections to media ethics.
- Demonstrate integrity and discretion in interviewing faculty, administration, and students on sensitive topics.

SOCIAL MEDIA MARKETING ASSISTANT | Scoot - Philadelphia, PA | May 20XX - July 20XX

- Managed social media channels for a startup ratings and review management software platform.
- Developed infographics and content which increased social media audience by 85%.

H LEADERSHIP & VOLUNTEER EXPERIENCE

NOVADANCE | Co-Executive Director | September 20XX - Present

- Supervise and plan a dance marathon for a group of 2,500+ Villanova students that have raised \$480,000+ for four consecutive years to cure pediatric cancer.
- Create recurring email campaigns serving over 2,500 committee members with open rates that have reached 75%.
- Serve as the liaison between NOVAdance members and Villanova administration.

INTER-HALL COUNCIL | President | August 20XX - Present

- Brainstorm and execute campus-wide events to foster a community among Villanova's 6,700+ students.
- Mentor over 30 freshmen in the execution of various events for the First Year Class of 1,600+ students.
- Organized an orientation event to welcome over 2,200 freshmen and transfer students.

D ADDITIONAL EMPLOYMENT:

CAREER AMBASSADOR | Career Center - Villanova University | November 20XX - April 20XX

- Provide peer coaching for students seeking advice on resumes, cover letters, and other career-related matters.
- Utilize strong interpersonal and public speaking skills in delivering professional development workshops in the classroom and at student organization meetings.
- Assist Industry Advising team in vetting and approving hundreds of employers and jobs in Villanova's career management system.

J SKILLS

- Graphic Design and Video Production (Adobe Premiere Pro, DSLR Camera Photography, Easil, and Canva)
- Communications Management (Otter, Mailchimp, Policy Tech)
- Computer Programming (Java, Python, JavaScript, HTML, CSS)
- Social Media (Instagram, TikTok, Twitter, Facebook, LinkedIn)
- Productivity (Microsoft Office, G Suite)

WILL D. CAT

ADDRESS

PHONE · EMAIL · LINKEDIN URL

B EDUCATION

Villanova University – College of Engineering, Villanova, PA *May 20XX*

Bachelor of Science in Computer Engineering | GPA: 3.6

Minor: Computer Science

Courses: Network Security, Computer Architecture, C++, Algorithms & Data Structures, Artificial Intelligence

Hangzhou Foreign Languages School, Hangzhou, Zhejiang China *June 20XX*

Graduated in top 10% of class

E ENGINEERING & TECH EXPERIENCE

Ark Technology Group, Malvern, PA *Summer 20XX*

C2C Application Development Intern | AWS and Netcentric Developer

- Automated end to end regression tests for Distributions Management using LeanFT, Gherkin and Java
- Developed a web application to randomize meetings amongst employees using Angular 7 and Neo4j
- Created an interactive aid to teach HTML, JavaScript and CSS to programmers in a company hackathon

L3Harris Technologies Sponsored Capstone Project, Villanova University *Fall 20XX-Spring 20XX*

Senior Design Project Team Leader

- Designed MatLAB software to map buildings in 3D from drone images
- Scheduled weekly meetings with advisor from L3Harris as well as faculty advisor to review progress of project
- Delegated work and coordinated meetings for team of three

Villanova Tech Zone, Villanova University *August 20XX-May 20XX*

Tech Assistant

- Assisted students and faculty with technical problems and provided IT support
- Promoted from resolving software tickets to a specialized role supporting hardware and media technology

Crime Scene Investigation Project, Villanova University *Spring 20XX*

- Solved tasks such as searching all possible combinations to unlock a pin-based lock, detecting fingerprints, cracking a computer login password and encrypting a secure file which contains sensitive information
- Obtained real-world experience in team setting with cybersecurity, computer engineering and chemistry

I SKILLS

Operating Systems: Unix, Linux, Mac, Windows

Programming Languages: Python, JAVA, C, C++, MatLAB, Maple

Databases: Oracle, SQL

H LEADERSHIP & ACTIVITIES

Villanova University Marching Band *August 20XX-Present*

Assistant Band Manager

- Coordinate loading and unloading of instruments at various events and before and after rehearsals
- Manage all band equipment including distribution, care and record keeping
- Participate in Fall Tour break trip in which the band performed for nursing homes and elementary schools

Villanova in the Valley Immersion Trip *January 20XX*

- Week-long immersion trip to San Francisco and the Silicon Valley, including site visits and networking events
- Learned first-hand from investors, entrepreneurs, startups, large companies and innovators what makes the Valley ecosystem tick

Villanova International Students Organization (VISO) *August 20XX-Present*

WILL D. CAT

Address • Email • Phone • LinkedIn URL

B

EDUCATION

-
- Villanova University**, Villanova, PA May 20XX
Bachelor of Arts in Economics – Minor in Mathematics
GPA: 3.9
- University of Granada**, Granada, Spain Fall 20XX
Completed 12 credits in Finance, Economics and Art History

E

INTERNSHIPS

-
- Business Development Intern*, **Bank of America**, Radnor, PA May 20XX – Present
- Identify target client segment and market niche and established strong reputation within markets through effective follow-up.
 - Develop business plan and tracked progress with quantifiable business and activity goals; aligned daily activities with practice metrics, goals and objectives.
 - Proactively generate leads through active management of the practice's communication strategies and expenses.
 - Maintain detailed and accurate documentation of all client interactions in Salesforce.
- Economic Empowerment Intern*, **International Rescue Committee**, Elizabeth, NJ May 20XX – August 20XX
- Researched programs and resources that enable refugees to meet long-term educational and employment goals.
 - Ensured interactions with clients were documented in detailed case notes and conducted follow-up with clients by phone and in person while using effective communication skills.
 - Adhered to IRC policies, particularly those related to confidentiality and client privacy by displaying sensitivity to cultural differences of refugee clients and respecting their beliefs and values.

H

LEADERSHIP & ACTIVITIES

-
- Resident Assistant*, **Office of Residence Life**, Villanova University August 20XX – Present
- Supervise 30 students in their residential transition to college by serving as an accessible campus resource.
 - Create and lead resident hall activities and weekly meetings to foster a strong sense of community.
 - Trained in communication and mediation skills as well as counseling students on topics such as drugs and alcohol, sexual assault and identity.
- Treasurer & Member*, **Alpha Chi Omega Sorority**, Villanova University August 20XX – Present
- Manage budget of \$4000 to properly allocate funds towards events, fundraisers and professional development.
 - Lead over 100 sorority members as part of a six-person executive board through meetings and strategic decisions.
 - Planned and executed largest fundraiser event for Domestic Violence Awareness Month that generated \$1000 in funds.
- Volunteer*, **RUIBAL**, Philadelphia, PA August 20XX – Present
- Team Member*, **Club Lacrosse**, Villanova University August 20XX – Present
- Member*, **International Business Society**, Villanova University August 20XX – Present
- Volunteer*, **Day of Service**, Villanova University August 20XX – Present

D

ADDITIONAL EMPLOYMENT

-
- Customer Service Associate*, **Shake Shack**, King of Prussia, PA August 20XX – June 20XX
- Efficiently and accurately placed customer orders in a high-volume restaurant setting.
 - Worked effectively in a team of 10 to provide friendly customer service and maintain a clean environment.

J

SKILLS

Computer: Microsoft Excel, PowerPoint, Tableau, Dreamweaver
Language: Fluent in Hindi, intermediate conversational Spanish

Will D. Cat

Address | Phone number | Email | LinkedIn URL

B EDUCATION

Villanova University

Bachelor of Business Administration in Finance and Accounting

GPA: 3.95/4.00

Relevant Coursework: Principles of Finance, Managerial Accounting, Financial Accounting, Business Statistics, Business Law, Global Political Economy, Competitive Effectiveness, Intermediate Finance, Intermediate Accounting I, Fixed Income

Villanova, PA

May 20XX

E WORK EXPERIENCE

Blakely Capital Partners, LLC

Investment Banking Analyst

Philadelphia, PA
January 20XX – December 20XX

Investment bank firm offering M&A advisory, strategic advisory and capital financing services to middle and lower middle-market companies

- Researched and created marketing pitch materials, built financial models to value potential clients, prepared written memorandums, and met with potential investors and buyers
- Tracked and ensured follow-ups for senior bankers' high priority client prospects, including coordination with other senior bankers, private equity firms and portfolio companies

Selected Transaction Experience

- Sale of Admit Computer Services, Inc. dba "IMPACT" to Zuercher Technologies
 - Supported main associate with construction of revenue model, breaking up revenue into recurring charges
 - Attended a public safety exposition to learn about public safety businesses and market Falcon's expertise in the space to business owners
- Sale of Comview Corporation to Calero Software, LLC
 - Supported the VP with research on the telecom expense management market to size the market and learn more about our client's main competitors
 - Compiled historical and projected financials with relevant private company expense adjustments
 - Autonomously drafted various sections of confidential information memorandum and executive summary

Hadley Capital

Summer Analyst

Chicago, IL

May 20XX – August 20XX

A lower middle-market private equity firm that targets companies with \$5 million – \$30 million in revenue

- Worked directly with managing partners on executing new acquisitions and deal sourcing initiatives
- Compiled a comparable company analysis for publicly traded staffing companies to support the valuation range for an add-on acquisition for a \$20 million portfolio company
- Initiated and executed a self-guided project to rebuild the Hadley LBO model in a new version of Excel

H LEADERSHIP EXPERIENCE

M&A Society

Co-President

Villanova, PA

October 20XX – Present

Student-run club that covers the world of M&A, primarily covering investment banking and those industries closely intertwined

- Work extensively with other executive board members to implement an IB workshop for second semester sophomores
- Conduct lessons on interview prep, financial modelling, networking and career paths
- Organize speaker events with industry professionals across investment banking, private equity and corporate development

Global Investment Society

Portfolio Manager, Founding Member

Villanova, PA

January 20XX – Present

- Execute portfolio allocation decisions with respect to management of the \$100,000 Coleman Fund using a top-down global macro strategy
- Conduct training sessions with new members on economics, investing, ETFs, psychology and career paths in finance
- Organize speaker events with various industry professionals from investment firms and Fortune 500 companies

Equity Society

Industrials Sector Captain, Energy Sector Analyst

Villanova, PA

September 20XX – May 20XX

A student managed fund investing \$350,000 of the school's endowment across small-cap, mid-cap and large-cap stocks

- Mentored 10 analysts in the creation of stock reports on industrial goods companies, helping them provide both a qualitative and quantitative analysis
- Pitched Diamondback Energy (NASDAQ: FANG) at a price of \$72.49 and Wabash National Corporation (NYSE: WNC) at a price of \$20.85 and have achieved unrealized gains of 79.5% and 7.7% as of 1/13/20XX

I SKILLS & ACTIVITIES

Technical Skills: Bloomberg Market Concepts Certified, S&P Capital IQ, Pitchbook, Microsoft Office

Languages: Conversational Proficiency in Spanish

Awards: Beta Gamma Sigma, Congressional Award Gold Medal, Dean's List

Activities: Blue Key Society, Club Badminton, Intramural Sports, Alternative Investments Society

WILL D. CAT

Phone Number
Email

LinkedIn URL

Street Address
City, ST 12345

A PROFILE

Creative and ambitious Marketing major with a focus in business analytics and market research. Seeking summer internship in data analytics in the Boston area.

B EDUCATION

Villanova University, Villanova, PA May 20xx
Bachelor of Business Administration
Major: Marketing | Minor: Business Analytics
GPA: 3.4

Cedar Crest High School, Mt. Laurel, NJ June 20xx
Top 5% of Class | Received Outstanding Senior Leader Award

C BUSINESS PROJECTS

Competitive Effectiveness, Villanova University Fall 20xx
Marketing Director

- Worked in a team of eight students on a semester-long project in which our team was tasked with creating and pitching a marketing campaign to Vanguard executives
- Led the market research and analysis efforts by conducting extensive research, ensuring sources were from primary sources, meticulously reviewing results
- Demonstrated strong public speaking skills and professionalism during our final presentation of our project to Vanguard executives

Advanced Financial Management, Villanova University January 20xx-May 20xx
Final Project

- Conducted independent research to estimate a firm's cost of capital
- Collected background information on a firm, gathered relevant data and performed a detailed analysis to calculate the cost of capital

H LEADERSHIP & ACTIVITIES

Sigma Tau Gamma, National Fraternity, Villanova University August 20xx-present
Vice President of Philanthropy & Outreach

- Organize and coordinate all community activities for 100 members
- Represent chapter professionally at university and national meetings

Villanova University Student Government, Villanova University August 20xx-present
VSB Senator

- Serve on various committees relating to all aspects of student life
- Utilize oral and written communication in advocating student rights

College: International Business Society, Outdoor Club, Intramurals

G

High School: Varsity Basketball and Baseball (Captain), SADD (President)

D EMPLOYMENT

Valley Beach Club, Mt. Laurel, NJ Summers 20xx-20xx
Lifeguard

- Supervised staff of eight on teamwork, responsibility and operations
- Coached swim team of 20 children ages 8-12 on swimming and breathing techniques

I SKILLS

Bloomberg Market Concepts Certification
Advanced in Microsoft Excel
Basic proficiency in HTML website design

WILL D. CAT

Phone • Email • LinkedInURL

B EDUCATION

Villanova University, M. Louise Fitzpatrick College of Nursing

Bachelor of Science in Nursing, GPA 3.8
Awards and Honors: Dean's List (20XX – 20XX)

Villanova, PA
Expected May 20XX

E CLINICAL ROTATIONS

Paoli Hospital, *Med/Surg*

Hospital of the University of Pennsylvania, *Nursing Care of Women & Childbearing Families*

Thomas Jefferson Hospital, *Psychiatric/Mental Health*

Penn Presbyterian Medical Center, *Advanced Med/Surg*

Children's Hospital of Philadelphia, *Pediatrics*

E NURSING EXPERIENCE

Children's Hospital of Philadelphia

Susan D. Flynn Oncology Fellow

Philadelphia, PA
May 20XX – August 20XX

- Worked under nurse preceptor for three 12-hour shifts per week, assisting with vitals, ADLs and chemotherapy administration on oncology and BMT unit
- Learned about oncology nursing, best practices, treatment plans and palliative care through mentorship and shadowing
- Presented an evidence-based practice project on standardization of advance care planning documentation in pediatric oncology patients

M. Louise Fitzpatrick College of Nursing

Research Assistant

Villanova, PA
December 20XX – Present

- Research and compile manuscripts for studies on quality of life for adult survivors of colorectal and breast cancer

Penn Presbyterian Medical Center

Certified Nurse Aide

Philadelphia, PA
May 20XX – May 20XX

- Assessed and monitored the behavior and health state of nine patients across a 12-hour shift on a med/surg telemetry & certified stroke unit, assisted patients with ADLs and obtained vital signs

Hopkins Home Care

Caregiver

Philadelphia, PA
July 20XX – August 20XX

- Assisted client with ADLs, administered medications, provided companionship, and assessed needs

LEADERSHIP & SERVICE

H NOVAdance

Family Relations Co-Chair (20XX-Present), Morale Committee Color Captain (20XX-20XX)

Villanova, PA
August 20XX – Present

- Serve as point of contact for fourteen B+ families, organize events and manage 25 liaison students
- Managed team of nearly 200 student volunteers fundraising for families fighting pediatric cancer

Student Nurses' Association of Pennsylvania (SNAP)

Publicity Chairperson (20XX-Present), Elections Committee (20XX-20XX)

Villanova, PA
August 20XX – Present

- Lead group of 10 nursing students to create promotions and advertise organization events
- Attend bi-monthly meetings featuring guest speakers, discussion of pertinent business, community service projects and opportunities for leadership development

G Special Olympics Villanova

Inclusion Crew Member

Villanova, PA
August 20XX – Present

- Support athletes at Villanova's Fall Festival, the largest student-run Special Olympics event in the world

I CERTIFICATIONS

- American Red Cross, Basic Life Support CPR
- American Health Care Association, Temporary Nurse Aide Certification

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B EDUCATION

- Villanova University**, Villanova, PA May 20xx
Bachelor of Science in Political Science and Honors | GPA: 3.75
Minor in Philosophy
Honors Program Thesis: *The Gerrymandering Impact of Vieth v. Jubelirer (2004)*
- St. John's University**, New York, NY Summer 20xx
School of Law Prep Program for College Students

E LEGAL & GOVERNMENT EXPERIENCE

- Legal Intern*, **Bronx District Attorney's Office**, New York, NY May 20xx – August 20xx
- Appeared on the record at arraignments, calendar calls, hearings and trials.
 - Observed and assisted with witness interviews, hearings and trials; listened to and transcribed 911 calls, and review police reports with strong attention to detail.
 - Participated in the decision-making process regarding offers and aided in plea negotiations.
 - Attended weekly lectures given by members of the criminal justice community and field trips to the NYPD Firing Range, Rikers Island and Community Outreach outings.
- Campaign Intern*, **Justin Ray for House District 135**, Houston, TX August 20xx – December 20xx
- Served as an informed campaign resource going door-to-door and making hundreds of phone calls to educate community on the candidate.
 - Managed extensive database of survey results and voter registrations to make strategic campaign decisions.
 - Received first-hand experience with the ins and outs of how presidential campaigns are run and function.
- Student Leader*, **Villanova on the Hill**, Washington, D.C. October 20xx
- Assisted in leading 20+ student immersion trip to sites such as congressional offices, the FBI, think tanks, Politico and the Supreme Court to learn more about career paths in government, politics and law.
 - Demonstrated strong attention to detail and problem-solving abilities through adhering to strict schedules and resolving student concerns efficiently.

H LEADERSHIP & ACTIVITIES

- President*, **Black Pre-Law Student Association**, Villanova University August 20xx – Present
Vice President
- Lead an executive board of six members in planning educational and experiential events throughout the semester to help black pre-law students gain exposure to the legal field.
 - Collaborate closely with the pre-law advisor to reach all pre-law students for events and make professional connections in the legal community.
 - Represent Villanova at pre-law conferences and networking events in a professional manner.
- Co-Captain*, **Mock Trial**, Villanova University August 20xx – Present
- Facilitate three-hour long meetings, three times a week, to practice attorney and witness roles for the current case with a 10-member-team.
 - Demonstrate strong public speaking skills while thinking critically and adapting in the moment.
 - Work closely with Co-Captain and other executive board members to manage a \$4000 budget, schedule meetings, book hotel rooms and travel for tournaments, and send out communication to members.

- Member*, **Sigma Chi Fraternity**, Villanova University, PA August 20xx – Present
- Volunteer*, **Big Brother Big Sister**, Philadelphia, PA August 20xx – Present

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A

Motivated, compassionate psychology major with a strong proficiency in Spanish and a profound dedication to serving immigrant populations. Demonstrated experience engaging with diverse communities and understanding the unique challenges they face. Seeking to leverage my interpersonal skills and multicultural background to contribute meaningfully to an organization empowering and advocating for immigrant rights.

B

EDUCATION

- Villanova University**, Villanova, PA May 20XX
Bachelor of Science in Psychology
- Minors: Spanish, Peace & Justice
 - GPA: 3.5
- Pontifica Universidad Catolica Del Peru**, Lima, Peru Spring 20XX
Spanish-speaking study abroad immersion
- Our Lady of Good Counsel High School**, Olney, MD June 20XX
Top 10% of class

E

RELATED EXPERIENCE

- International Rescue Committee**, Richmond, VA Summer 20XX
Immigration Intern
- Conducted 20 intakes with clients in both Spanish and English gathering demographic data while maintaining strict confidentiality.
 - Filled out various U.S. Citizenship and Immigration Services (USCIS) applications and followed up with clients once they were completed to aid with practice USCIS interviews.
 - Collaborated with organizational departments and community partners to serve as an effective on-call resource for clients.
- Charles Widger School of Law**, Villanova University October 20XX-Present
Spanish Community Interpreter Mentor
- Utilize advanced proficiency in Spanish to translate and interpret between pro-bono clients and student lawyers in the Villanova University Charles Widger School of Law.
 - Supervise approximately 6 interns each semester in ensuring they are utilizing best practices and liaising between interns, clients, and faculty.
- ACLAMO Family Centers**, Norristown, PA Spring 20XX
After-School Tutor
- Provide weekly, after-school tutoring support for fifth graders at non-profit organization focused on service low-income families, especially those of Spanish-speaking heritage.

G

ACTIVITIES

Latin American Students Organization
Special Olympics
Psi Chi (Psychology Honor Society)

D

WORK EXPERIENCE

- Five Guys**, King of Prussia, PA October 20XX-Present
Shift Leader
- Provided outstanding customer service and managed customer complaints in a respectful and efficient manner. Trained and supervised 10 staff members.

J

SKILLS

Bilingual in Spanish and English, Proficient in Microsoft Office Suite (Excel, PowerPoint, Word) and G-Suite