



INROADS STANDARD RESUME TEMPLATE

Thank you for your interest in the career development opportunities with INROADS! INROADS gives you the skills and access you need to land a paid internship at a top company. You will be ready to contribute from Day 1!

The quality of your resume is one of the most important factors for your success in securing corporate interviews and achieving an internship. Below are some general standards to which you should adhere as you create or edit your resume. Your resume DOES NOT need to exactly model this format, but should be of similar quality.

If you have questions about your resume, please follow up with your assigned Operations Coordinator.

IMPORTANT TIPS:

Your INROADS resume should:

Be just one page

Employers may be reviewing dozens or even hundreds of resumes and will not spend time reading through pages of content.

Be free of typos and errors

Do not only rely on spell check. A listing could be a word, but not the word you intended.

Have appropriate contact information displayed

Be sure to list an email address you check regularly and the most appropriate phone number or numbers.

Be in a clear, neat format

Use standard fonts, average range of type size, evenly formatted spacing and avoid overuse of bold, italics and underlining.

Indicate that you are an INROADS Candidate

See examples of how to incorporate this into your objective statement. If you do not have an objective statement, you may list INROADS Internship Candidate in your activities section.

List relevant information

Your resume is not an activity list of everything you have done; it should capture important highlights that are most closely related to the type of opportunity you are seeking. For example, if you are interested in sales, you might include activities and statements that show you raised money for a club, sold tickets or were treasurer.

Utilize accomplishment and responsibility statements

Where possible, list statements under your activities that show the scope of your responsibilities and attempt to qualify or quantify your accomplishments --numbers, percentages, ranges, names of programs/software, dollar amounts can all help to do this.

Be accurate and honest

The goal of your resume is to present the best you possible, but not to misrepresent your experiences and skills. If you would have trouble discussing something on your resume if asked a question about it in an interview, you should probably not include it.

Keep in mind, your resume is a living document; it will grow and change as you do. These suggestions should get you off to a great start in creating or editing your resume! If there are other suggestions that will help represent you as a competitive candidate, we will follow up with you.

(SAMPLE RESUME WITHOUT WORK HISTORY)

Name

xxxxxxx@xxx.edu

Current Address:

xxxx Terrace
Gainesville, Florida 32608
Mobile: (xxx) xxx-xxxx

Permanent Address:

xxxx Riviera Shore Court
Orlando, Florida 32817
Phone: (xxx) xxx-xxxx

OBJECTIVE: Seeking a challenging INROADS Internship that will allow me to utilize my leadership and communications skills while benefitting the company

EDUCATION: **University of Florida, Gainesville, Florida**
 Bachelor of Arts in Finance
 Minor in Mass Communications
 GPA 3.03/4.0 Expected graduation date: May 2012

- Marketing
- Managerial Accounting
- Statistics for Business
- Managerial Economics
- Management
- Financial Accounting
- Principles of Finance
- Legal Environment of Business
- Operations Management

EXTRACURRICULAR ACTIVITIES:

- Winter Spring High School Leadership Program **November 2008-June 2009**
 - Head of multicultural committee
 - Member of Look At Me Now's Karaoke Committee; raised \$1,300
 - Currently leading the Car Show project
- Business Professionals of America **June 2007-June 2009**
 - Attended regional conference
 - Assisted with publicity for in-school events
 - Gained exposure to various business fields and built networking skills
- Mentor at Indian Trails Middle School **September 2006-May 2007**
 - Worked with a group of 9 students in grades 7-8
 - Selected from a pool of 100 applicants
 - Helped students in academics and personal decision making

HONORS/AWARDS:

- Founding member of an honors club for minorities called Alpha Beta Epsilon **July 2007-Present**
 - Recruited staff advisor and 27 student members in first semester
 - Implemented a peer tutoring program for middle school students
 - Organized weekly study groups to support high academic performance for club members
- Passed AP American History and AP English exams and received 6 college credits **Spring 2007**
- School Advisory Council **June 2006-December 2007**
 - Nominated by peers and staff
 - Responsible for representing student body at meetings

TECHNICAL/NON-TECHNICAL SKILLS

- Proficient in Microsoft Excel, Word, PowerPoint, Internet
- Basic knowledge in Microsoft Access, Flash Software, Pascal, and Java