

## EXPERIENCE

- ✓ Tailor your résumé to the internship you are interested in by highlighting relevant experience and skills for that position.
- ✗ Don't include past experiences without highlighting the developed skills to the desired internship or position.
- ✓ Clearly and concisely describe your skills and experience.
- ✗ Don't be long winded, keep to a maximum of 5 bullet points.
- ✓ Describe titles and roles reflective of your verifiable accomplishments. Hyperlink to any relevant professional portfolios.
- ✗ Don't lose credibility by exaggerating job titles and accomplishments.

## SKILLS & INTERESTS

- ✓ List tools and software you can skillfully use and any technical certifications you possess that are applicable to the role or internship you are applying for.
- ✗ Don't include soft skills or certifications that are not applicable.
- ✓ List all languages you can communicate in and your proficiency level.
- ✗ Don't exaggerate proficiency as you will likely be assessed in said language.
- ✓ Include interests that showcase your personality and may spark a conversation with your interviewer.
- ✗ Don't list extensive hobbies and interests—take up only one line.

### Riley J. Parker

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**EDUCATION**

**University of Arizona, Eller College of Management** Tucson, AZ  
 Double Major: Finance and Marketing, Minor: Spanish  
 GPA: 4.0 Expected: May 2023

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**PROFESSIONAL EXPERIENCE**

**Rogen Financial Services** Tucson, AZ  
*Global Wealth Management Intern* August 2022 – Present

- Organized advisors' book of business to create a more efficient client service model.
- Provided administrative support in preparing materials and documents.
- Analyzed markets and investment products to perform client research.
- Created spreadsheets containing aggregated research to help discover opportunities to lead to increasing assets under management.
- Developed business, financial, and analytical skills through varying job assignments in the global wealth management field through exposure to analyzing client and market data.

**City Wide Mutual** New York City, NY  
*Financial Representative Intern* May 2022 – July 2022

- Developed numerous investment strategies using both fundamental and technical analysis.
- Familiarized with management information systems such as Wealthscape.
- Analyzed fact sheets for multiple equities and mutual funds to form better asset allocation strategies.

**Troubadour Workforce Management** Tucson, AZ  
*Sales and Marketing Intern* July 2021 – December 2021

- Collaborated with a team to design and implement new social media campaign ideas to support lead generation.
- Performed market analysis and research on the latest trends to inform future planning.
- Assisted in setting marketing schedules, content writing for social media platforms, and coordinated with colleagues to implement strategies across multiple channels.
- Increased LinkedIn followers by 25% and impression by 50% within 30 days of implementation.
- Launched Instagram channel to reach a different audience and gain 19 followers, 81 profile views, and 249 impressions within 30 days.

**LEADERSHIP EXPERIENCE**

**Intramural Athletic Board** Tucson, AZ  
 University of Arizona January 2020 – Present

- Supervised and led intramural sporting activities generating a competitive, fun, and engaging atmosphere for all students.
- Launched a student-run basketball tournament that took a month of planning and involved 30 volunteer players.
- Coordinated games and tournament schedules.

**Philanthropy Chair, Student Volunteer Club** Tucson, AZ  
 University of Arizona August 2019 – Present

- Coordinated fundraising events for the Foundation for Pediatric Aids and the Multiple Sclerosis Society.
- Hosted annual Gala raising over \$1,000 for the Foundation for Pediatric Aids.
- Organized annual toy drive for the Children's Hospital.
- Served as Team Captain resulting in over \$16,147.49 for the Children's Hospital in annual dance marathon.

**Community Service:** Volunteered weekly at the Unitarian Community Breakfast for the homeless in Tucson in 2018. Various construction volunteering - San Jose de Rivas, Costa Rica, July 2017.

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**SKILLS & INTERESTS**

**Technical Skills:** Microsoft Office, Adobe Creative Suite, WordPress, Google Workspace  
**Certifications:** Inbound Marketing & Email Marketing (HubSpot Academy, 2021)  
**Language:** English (Native), Spanish (Advanced), Portuguese (Intermediate)  
**Interests:** Skydiving, long-distance running, tight roping, bungee jumping, bicycling.

## EDUCATION & INFORMATION

- ✓ Keep your contact information up to date (phone number, email and LinkedIn) and make sure hyperlinks are active.
- ✗ Don't list your personal address or contact information that isn't current.
- ✓ List all your fields of study, GPA, and expected date of graduation.
- ✗ Don't include education earlier than undergrad.

## FORMATTING & GENERAL TIPS

- ✓ Write in the third person starting with an action verb to describe achievements. Use consistency throughout your résumé, writing in the past tense.
- ✗ Don't use first-person language ("I", "we", "me") since the résumé is about you.
- ✓ Keep your résumé formatting to 1 page and in a standard professional style.
- ✗ Don't utilize multiple fonts, formats, images, and colors unless you are applying for a creative position. Add a second page to your résumé only when absolutely necessary.
- ✓ Save your résumé into a PDF file to maintain formatting.
- ✗ Don't submit your résumé as a Microsoft Word document.
- ✓ Be ready to provide 3 professional references. Make sure that you are in contact with these individuals.
- ✗ Don't include your references, provide these only upon request.



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# Résumé Dos & Dont's

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