

## 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  
Major: Marketing, Minor: Spanish  
GPA: 4.0

Tucson, AZ  
Expected: May 2024

#### COURSEWORK EXPERIENCE

**Marketing Analytics for Decision Making:** Used Excel to create pivot tables, histograms, and bar charts with relevant data to synthesize the average unit sales of tape per year, summarize average unit sales per month and show it as a percentage, and determine if an ad campaign appeared to increase unit sales on average.

**Organizational Theory and Behavior:** Demonstrated understanding of organizational theory, interpersonal communication, and other behavioral science concepts and how to integrate them with managerial tools for effective use in business, industry, and public-sector organizations.

**Human Resource Management:** Analyzed problems, strategies, and procedures used to assess and manage human resources in contemporary organizations.

#### PROFESSIONAL EXPERIENCE

Big Arizona Country Club  
Camp Counselor

Tucson, AZ  
June 2022 – Present

- Managed and executed the calendar of activities for children between the ages of 7 to 9 years old.
- Coordinated with the camp staff members to respond to incidents and discuss camper participation.
- Led, coached, and guided group activities with a group of 20 campers.

On the Mile  
Server

Tucson, AZ  
May 2021 – August 2021

- Maintained a clean and efficient dining area in extremely busy work environment contributing to an excellent customer experience.
- Generated social media content by taking photographs and documenting special events at the restaurant.
- Trained multiple new employees on job tasks and requirements for smooth transition into new job.
- Cooperated with staff to establish safe, reliable, and effective working space.

Freshman Class Council  
Historian / Co-Social Coordinator

Tucson, AZ  
December 2020 – April 2021

- Managed a shared Google Document to arrange names, birthdays, hobbies, and favorite things of all 50 members and searched insights which aided in organizing social events with a high rate of enrollment.
- Designed weekly Instagram Story Q&A's and polls to involve alumni and those outside of the organization.
- Advertised the organization every two weeks to prospective freshmen by handing out flyers at key spots.

#### SKILLS & INTERESTS

**Technical Skills:** Microsoft Office, WordPress, Google Workspace  
**Certifications:** Email Marketing (HubSpot Academy, 2021)  
**Languages:** English (Native), Spanish (Intermediate)  
**Interests:** Long-distance running, tight roping, unicycling.

## 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 undergraduate.

## 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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