



# 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 WITH WORK HISTORY)

## Name

[xxxxxxx@xxx.edu](mailto:xxxxxxx@xxx.edu)

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### Current Address:

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

### Permanent Address:

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

**OBJECTIVE:** Seeking an INROADS Internship where I may use my finance background and interpersonal skills to further company growth

**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**

### RELEVANT COURSES:

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

### EXPERIENCE:

<b>Office of Community Service, Gainesville, FL</b>	<b>Office Assistant</b>	<b>January 2009 – Present</b>
<ul style="list-style-type: none"><li>• Market services related to learning and community service using multiple channels of distribution to students at the University of Florida</li><li>• Communicate directly with students, faculty, staff, and community contacts via traditional and electronic means</li><li>• Organizing Spring 2009 Volunteer Fairs, which involves coordination of over 50 volunteer agencies</li></ul>		

<b>Ann Taylor, Orlando, FL</b>	<b>Client Associate</b>	<b>May 2008 – December 2008</b>
<ul style="list-style-type: none"><li>• Responsible for direct sales of company merchandise</li><li>• Achieved 7% of daily gross sales for this Orlando location</li><li>• Recognized as top employee for credit card activations during Summer 2008</li></ul>		

<b>Office Depot, Orlando, FL</b>	<b>Assistant</b>	<b>May 2007 – December 2007</b>
<ul style="list-style-type: none"><li>• Marketed company merchandise to individuals and businesses</li><li>• Completed customer service and sales training program</li><li>• Voted Employee of the Month for the months of August and October 2007</li></ul>		

### LEADERSHIP:

<b>Indian Student Association</b>	<b>Dance Director</b>	<b>September 2008 – Present</b>
<ul style="list-style-type: none"><li>• Recruit, produce, and manage a dance group of 12 members for an annual celebration</li><li>• Coordinate 2003 National Gandhi Day of Service involving over 100 members</li></ul>		

<b>South Asian Student Alliance</b>	<b>Co-Chair</b>	<b>June 2007 – May 2009</b>
<ul style="list-style-type: none"><li>• Directed and managed cultural programming for South Asian Student Alliance (SASA)</li><li>• Coordinated nationwide dance competition involving over a dozen South Asian student organizations</li></ul>		

### ACTIVITIES/AWARDS:

• International Business Society	Member	January 2009 – Present
• CHAMPS Mentoring program	Public School Mentor	May 2007 – Present
• Florida Women in Business	Member	May 2007 – Present
• Business Administration College Council	Member	December 2006 – Present
• Florida Bright Futures Scholarship	Recipient	September 2006 – Present

### TECHNICAL / NON-TECHNICAL SKILLS:

- Fluent in Hindi
- Microsoft Word, Excel, PowerPoint
- C+ +, Cobol