

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.

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EDUCATION

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

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.

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.