



THE OHIO STATE UNIVERSITY

FISHER COLLEGE OF BUSINESS

Resume Guide

Your resume is an essential part of your job search; it is your first opportunity to make a good impression. The information on your resume should be pertinent, concise, easy to read, and attractively laid out.

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Content

Your resume needs to provide the reader with a general review of your background. Critical areas to include:

Identifying Data

Include name, address (optional), phone number, and e-mail address.

- You can include your local and/or permanent address or omit your address entirely. You may choose to include your address on your resume to show an employer that you live in close proximity to the job location (some employers say candidates are more likely to accept an offer in this case). Don't include an address on a resume posted to a job board or third-party website; some sell subscriber's information. If you'd like to indicate your geographic location/preference but not include your full address, it is acceptable to just list your city and state (i.e. Columbus, OH).
- Use your cell phone number (be sure to have a professional voicemail message set up)

LinkedIn Web Address with customized URL (optional)

Do not include personal information such as height, weight, ethnicity, or a photo.

Objective (Optional)

An objective enables the reader to quickly learn about the position you are seeking. It should be clear and concise with no more than two lines.

An objective typically includes the type of position (internship or full time) and the functional area in which you want to work. It can also include skills you wish to apply to the job and an industry in which you want to work.

If you are interested in more than one industry or functional area (ie. Marketing & Logistics) think about creating several resumes with a specific objective for each area of interest.

Sample Objectives:

- *"Seeking an internship in operations management for summer 20XX."*
- *"Seeking a market research internship with a consumer goods company for summer 20XX."*
- *"To obtain a position as a financial and investment analyst with a major investment bank or large corporation."*
- *"Pursuing a position in human resource management emphasizing recruitment and employment."*

Education

This information should appear in reverse chronological order (present to past) with your most recent education first. Include:

- University and Location (City, State)
- Degree: Bachelor of Science in Business Administration
- Specialization
- Graduation Date (Month Year)
- GPA

It is helpful for employers to see your GPA, since not having any indicator of your academic performance leads to assumptions that your performance has been poor. It is recommended that you include your cumulative GPA. If you feel this is not a good indicator of your potential, think of additional ways to present your GPA, such as your specialization GPA, which can be found on your Degree Audit Report (DARS). If you include a GPA other than your cumulative, be sure to title the GPA accordingly, e.g. Major GPA.

For students pursuing more than one major, make sure you know whether you will be receiving a *dual degree* or a *double major with one degree*, as these should be listed differently on a resume. Talk to your academic advisor(s) if you are unsure.

Publications, professional licenses or special training may appear in this section as well as how much you financed your own education (e.g., "Self-financed 80% of educational expenses.").

Scholarships you have received or academic accomplishments (e.g., Dean's List) are to be listed here along with the semesters in which these awards were received.

Study abroad can be listed in this section or you can have a separate study abroad section. Be sure to include the university, country, dates, and one or two bullet points about what you studied or achieved through the experience.

You should list any colleges or universities from which you have received or will receive a degree under OSU. If you transferred to OSU or took classes at a local college during high school, you do not have to list your

previous institution. If you received a degree, it is important to include information, such as the degree you earned and your graduation date. If you want an employer to know that you transferred from another school, even if you didn't receive a degree, you can list the name of the institution, dates attended, and any other specific information you would like an employer to know as a bullet point.

Generally, information about high school should **not** be included, but it is acceptable to list high school information on your resume early on in your academic career. It is recommended that any high school information is removed by the end of your sophomore year.

Work Experience

List your experience in reverse chronological order.

The information should include:

- The organization's name and location
- Position held
- Dates of employment (month and year only)
- Bulleted descriptions of your accomplishments. Focus on areas that relate to the position you are seeking and provide evidence of your ability to assume responsibility, follow through, and achieve positive outcomes. All bulleted descriptions should begin with a verb.

If you have had numerous part-time jobs, highlight the most relevant experiences. Military experience may be included in this section or in its own category. You can have more than one work experience area using different headers, i.e. "Related Work Experience," "Internships," or "Professional Work Experience."

It is also important to remain consistent with your experience. If you decide to bold the name of every company you've worked for, make sure you have done so for every company.

The Office of Career Management offers an extensive list of verbs for resumes that you can use when writing your bullet points. See the end of this document.

Virtual Experiences

Include your virtual experiences such as leadership conferences and internships in the work experience section.

When listing your virtual experience, there are several formatting options:

- List "Remote Work" in place of city/state and construct bullet points as normal.
- List the organization's corporate location to which you were assigned when using a city/state format, but include "Remote" in your position title.
 - Example: "Remote Audit Intern"
- List the organization's corporate location to which you were assigned when using a city/state format, but note that the work is performed remotely in the first sentence or bullet point.
 - Include a phrase such as "while working remotely"

The ability to work remotely is a skill itself. When developing bullet points to describe your virtual experience, focus on skills obtained from completing remote work. Examples of skills to include:

- Self-Motivated, ability to work independently, problem solving, digital communication, collaboration, time and task management, flexibility

- Highlight remote working tools utilized such as Zoom, Sharepoint, Google Chat, Hangouts, GoToMeeting, GoToWebinar, Dropbox, Microsoft Teams

It is also important to stay in contact with the employer to understand future opportunities through continued communication and engagement with the company.

Activities, Involvement, and Leadership

Here is your opportunity to show your commitment to your major field and to leadership positions outside of the classroom. This may include organizations such as fraternities or sororities, student clubs, and volunteer work. Be sure to emphasize leadership roles or formal titles. If these activities include leadership positions, such as committee memberships, list them like a job and include bullets with responsibilities.

Honors

In this section, you can feature awards, scholarships, achievements and academic distinctions. Honors can be a category of its own or included as part of the activities or education sections.

Skills

This section should include concrete skills such as language or computer skills. For language skills ensure you list only those in which you are **fluent**. If English is your second language do not list "Fluent in English" in the skills section, rather, list your native language.

For computer skills, computer software and programs that are function specific (SAP, PeopleSoft) are recommended over more basic skills such as MS Office. Most undergraduate business students are familiar with Excel, Word, PowerPoint, etc. so only include software and programs relevant to your specialization or jobs you are applying to.

Design

The appearance of your resume is critical.

- **Margins:** Keep margins even, using appropriate balance of white space to printed word. Minimum acceptable margins are ½ inch.
- **Style:** Sentences need not be complete and periods are optional. Do not write in first person, singular case (e.g. Do not use "I," "My," or "Me").
- **Font:** Font style should be professional (e.g. Times New Roman, Arial). Minimum recommended font size is 10pt.
- **Paper:** When printing hard copies, resume paper is not required, but it does add a very nice touch. The size of the paper should be 8.5 x 11. Do not use cardstock.
- **Length:** Do not exceed 1 page.

Format

Reverse Chronological Format

Present education, experience, extracurricular activities, skills and achievements in reverse chronological order under each category – your most recent experience will be listed first. Advantages of this style:

- Employers are comfortable with this style because it is the most commonly used.
- It is the easiest to write.

- Achievements can be displayed as a direct result of work experiences.

We strongly recommend using the reverse chronological format for your resume, but there are other resume formats that may work for your experience. To explore other options we recommend making an appointment with a Career Consultant.

Targeted Resumes

“Targeting” your resume means you are customizing your resume for a particular position, company, or career field. For example, you may be interested in both financial banking and accounting but don’t want to use the same resume for both areas of business. This is when targeting your resume is useful. You can tailor your resume to each industry, narrowing the focus to be most effective. A targeted resume begins with a targeted objective and usually emphasizes educational experiences, jobs, and/or skills in the targeted field or industry.

Using your Resume to Apply Online

Many employers use an applicant tracking system (ATS) to sort and manage job applicants.

Word Doc vs. PDF?

For most applicant tracking systems, a Word document is the most compatible file type (.doc or .docx). It is suggested that you use a Word document whenever you are applying to a company via an ATS or through the company’s website. If you are simply attaching your resume and sending it via email, a PDF is a better choice.

Utilizing Keywords in your Resume

One way to help your resume be noticed through this type of system is by incorporating keywords. Collect 3-5 job descriptions that represent the type of position you’re pursuing, copy and paste the descriptions into a word-cloud generator such as Wordle to identify the terms that are frequently used throughout your desired positions. Next, incorporate these words into your resume. Think about the frequency of the keywords as well as placement (2-3 times per keyword is recommended). One tip is to place skills toward the top of your resume, or within bullet points for experiences with the longest duration. Finally, do not over-stuff your resume with keywords; many ATS’s will flag it!

Resume Design for ATS’s

Avoid using images, charts, intricate characters, tables, and funky bullet points on your resume. An ATS will be unable to read it. It’s best to stick with simple bulleted lists. Use a clean resume design with a clear hierarchy, and keep it simple with section headers, font, and colors. Sometimes when applying for positions online you will have to copy and paste your resume into a plain text box. In these cases do not worry about the format; simply make sure all the pieces of your resume are pasted into the box.

Organize Your Resume Writing

- **Step 1** Write a rough draft and set it aside for a day or two.
- **Step 2** Edit the rough draft and run it through a spell check. Seek out advice from a Peer Career Coach during walk-in hours in the Office of Career Management.
- **Step 3** Make changes to the final draft.
- **Step 4** Have two people proofread the draft for spelling and typographical errors. Schedule an appointment with a Career Consultant in the Office of Career Management in Handshake

Brutus Buckeye

buckeye.1@osu.edu ◦ 614-222-2222 ◦ 100 Ohio State Ave, Columbus OH, 43210

EDUCATION

The Ohio State University

Columbus, Ohio

Bachelor of Science in Business Administration

May 2021

- **Specialization:** Finance; Minor: Business Analytics

GPA: 4.00

- ACT: XX; SAT: XX

- **Fisher Pacesetter Award:** Given to the top one percent of students based on academic performance and demonstrated leadership ability
 - **Honors Cohort Program:** One of 30 students selected to participate in the College of Business' flagship two-year academic program
-

WORK EXPERIENCE

The Ohio State University

Columbus, Ohio

Resident Advisor

August 2018 – Present

- Ensured safety and served as a resource for 65+ residents
- Facilitated programs to foster the growth and development of undergraduate students
- Addressed and resolved issues to ensure a quality living experience for all residents in the residence hall

L Brands

Columbus, Ohio

Operations Management Intern

May 2019 – August 2019

- Developed 40+ new standardized operating procedures to be utilized in four separate distribution centers to improve efficiency, productivity, and employee morale
- Worked closely with a team of 10 distribution managers to facilitate expansion of Bath and Body Works operations to a secondary campus

The Ohio State University Wexner Medical Center

Columbus, Ohio

Supply Chain Intern

May 2018 – August 2018

- Collaborated with purchasing department to develop meaningful metrics to track department performance
 - Identified and helped resolve several hundred pricing discrepancies
 - Formulated standard operating procedures to guide future interns
-

INVOLVEMENT

Buckeye Undergraduate Consulting Club

Columbus, Ohio

VP of Marketing and Communications

January 2017 – Present

- Conducted market research to identify the feasibility of incorporating blockchain technology with wire transactions for a local Columbus client
- Developed analytical abilities by participation in workshops tailored to teach frameworks, Power BI, and Tableau
- Competed in three case competitions to sharpen teamwork, presentation, and public speaking skills

Phi Chi Theta Professional Business Fraternity

Columbus, Ohio

Professional Development Chair

February 2018 – Present

- Elected to chapter leadership team to create individualized professional development experiences for new members
- Developed and executed programs and workshops to enrich new pledges' understanding of Phi Chi Theta's three pillars: brotherhood, professionalism, and philanthropy

Fisher Emerging Consultants

Columbus, Ohio

Member

February 2019 – April 2019

- One of 25 Fisher students chosen to participate in a rigorous consulting career readiness program teaching problem solving, professionalism, and networking through lectures, guest speakers, and site visits
-

SKILLS AND INTERESTS

- **Case Competitions:** 1st Place Johnson & Johnson (M&A), 1st Place PCT-DSP Case Competition (Consumer Insights)
- **Skills:** Excel, Tableau, Microsoft Office Suite, Presentation, Public Speaking

▪ This is a sample résumé (senior Accounting major) ▪

BRENDA BUCKEYE

buckeye.2@osu.edu | 614-111-1111
123 Brutus Street | Columbus, OH 43201
linkedin.com/in/brendabuckeye

EDUCATION

The Ohio State University, Max M. Fisher College of Business

Columbus, OH

Bachelor of Science in Business Administration

May 2020

GPA: 3.875

- Specialization: Accounting
- Minor: Economics
- Accounting Honors Program: Selected as one of 30-member cohort that facilitates the development of critical analytical and communication skills through challenging coursework, class discussion, and team-based projects

WORK EXPERIENCE

Emerald City Financial

Columbus, OH

Accounting Intern

August 2019 – Present

- Effectively manage the organization of files, records, cash, and cash equivalents to comply with policy and procedure
- Collaborate with peers in the preparation of financial reports and optimization of tax planning processes for 100 clients
- Assist in daily and weekly audits of accounts, vouchers, and statutory records through detailed review of company files

KMPG

Chicago, IL

Tax Intern

June 2019 – August 2019

- Effectively communicated with supervisors through daily email updates and weekly calls to ensure all tax documentation was collected and reported efficiently and accurately
- Prepared four trust entity returns and one corporate return using GoSystem, SurePrep, and OneSource tax systems
- Furthered knowledge of international tax strategy by assessing clients' global strategic tax initiatives; worked with a team of five senior staff in brainstorming and recommending client-specific solutions for international tax plan

Deloitte National Leadership Conference

Westlake, TX

Participant

June 2018

- Selected as one of 30 students through a competitive application process based on academic rigor and future potential
- Engaged in interactive workshops to develop leadership skills and gain knowledge about the accounting profession
- Networked with Deloitte executives to build communication skills and develop professional relationships

ACTIVITIES & INVOLVEMENT

Buckeye Undergraduate Consulting Club

Columbus, OH

Team Advisor

August 2019 – Present

- Oversaw a six-member project team in successful brainstorming, task assignment, and outcome delivery

Project Manager

January 2019 – May 2019

- Enhanced leadership skills by coordinating a project team of five analysts in weekly meetings and individual check-ins
- Assigned and provided specific feedback on weekly task assignments to ensure timely completion of deliverables
- Served as a connection between client contact and associate analysts to communicate questions and ensure clarity in task responsibilities; scheduled bi-weekly meetings with client to discuss updates and modifications to work

Associate Analyst

September 2017 – December 2018

- Provided high-quality consulting services to local leading corporations, delivering targeted suggestions in areas such as technology advancement, marketing and social media, process improvement, and supply chain efficiency

Accounting Association

Columbus, OH

Active Member

August 2017 – Present

- Engage with accounting students and professionals in weekly meetings to further technical industry knowledge

Undergraduate Business Women's Association

Columbus, OH

Active Member

August 2016 – May 2019

- Attend general meetings to expand knowledge of business, networking, philanthropy, and professionalism

▪ This is a sample résumé (International Student) ▪

Scarlet Ann Gray

gray.9999@osu.edu | (123).456.7890
2108 Neil Ave., Columbus, OH 43210
linkedin.com/in/scarletanngray2020/

EDUCATION

The Ohio State University- Max M. Fisher College of Business

Columbus, OH

Bachelor of Science in Business Administration

GPA: 3.8/4.0

Specialization: Finance, **Minor:** Economics

May 2022

- Dean's List: All seven semesters attended
- Pace Setter Award: College's highest honor awarded to one percent of students based on academics, leadership, and service
- Consulting Industry Immersion Program: One of 25 students selected by faculty for highly competitive program that educates students in consulting and teaches critical thinking and problem-solving skills through case studies and industry professionals

WORK EXPERIENCE

National Church Residences

Columbus, OH

Originations and Capital Markets Intern

August 20XX- Present

- Evaluate affordable housing opportunities in Excel & assist in analysis of tax credit opportunities
- Review developers' proformas, create property summaries, research footprints of potential clients, and update clients' budgets in database for accurate pipeline reporting

Unilever

Shanghai, CHN

Finance Intern

May 20XX- July 20XX

- Evaluated the success of 124 product initiatives and developed a replicable process to evaluate company product initiatives
- Established a system to efficiently update and maintain information on product initiatives, reducing research time up to 20%

The Residences on Tenth Residence Hall, The Ohio State University

Columbus, OH

Office Assistant

March 20XX- December 20XX

- Worked directly with the Resident Manager and served as a main point of contact for 200+ residents while managing the front desk to provide high quality customer service
- Tasked with vital administrative functions such as managing the mail and keys for the residence hall

Proctor & Gamble

Cincinnati, OH

Finance Intern

June 20XX- July 20XX

- Created pricing models for six different programs to analyze the efficiency of variables chosen to assess financial performance
- Automated workflows and identified variance gaps between actual and forecasted sales while enhancing critical thinking skills

LEADERSHIP EXPERIENCE AND ACTIVITIES

Asian Business Student Association

Columbus, OH

President

August 20XX- Present

- Organize 10 networking workshops each semester for students seeking jobs and internships
- Collaborate with business and ethnic student organizations to raise awareness about career opportunities in Asia

Undergraduate Finance Association, The Ohio State University

Columbus, OH

Member

January 20XX- Present

- Attend weekly meetings to network with Finance students and industry professionals to learn about current trends in the industry

Honors Research Distinction, The Ohio State University

Columbus, OH

Researcher

August 20XX- May 20XX

- Conducted a year-long research project with faculty to analyze the risks and payoffs associated with mobile banking technology
- Created a model to assess the trade-off, presented a thesis at the Fall Research Fair, and was ranked 2nd for Best Research Project

The Office of International Affairs, The Ohio State University

Columbus, OH

Orientation Leader

July 20XX- August 20XX

- One of 20 students selected to conduct orientation events & small group discussions to welcome 2000 new international students
- Delivered presentations to acquaint new students with campus services while enhancing public-speaking skills

TECHNICAL AND LANGUAGE SKILLS

- Technical: Tableau, Bloomberg, Python, Microsoft Office (Excel), R, SQL
- Language: English, Korean

Carmen O. Hio

1180 Alma Mater Drive || Orlando, FL 32830 || hio.1@osu.edu || (555) - 347 - 6397

EDUCATION

The Ohio State University, Fisher College of Business

Columbus, Ohio

Bachelor of Science in Business Administration

May 2021

Specialization: Marketing, **Minor:** Design Thinking

GPA: 3.78

- Consumer Packaged Goods Industry Immersion: One of 30 students selected for opportunities to engage with working professionals, complete relevant projects for Fortune 500 companies, and develop problem-solving skills
- Global Nonprofit Projects Program: Led 6-person consulting team tasked with developing long-term strategy for Nepalese social enterprise focused on creating economic opportunities for women

WORK EXPERIENCE

Ohio Union

The Ohio State University

Event Planning Intern

January 2018 – Present

- Assisted in bringing in \$500,000 in revenue, with 20% of cash flows originating from new clients
- Oversee room reservation management for large conferences and events with over 150 people
- Cross-collaborate with associated divisions to plan event logistics and meet clientele standards
- Gather and finalize monthly sales reports and quarterly forecasts to ensure alignment with fiscal goals

Velosio

Columbus, Ohio

Social Media Intern

January 2019 – April 2019

- Conducted paid search analysis to assess competitor's impression across the cloud solutions industry
- Developed three-month content calendar for various channels, including copy and optimal posting times
- Promoted company values and mission through two emotionally driven digital native advertising campaigns

The Campus Agency

The Ohio State University

New York Times Ambassador

September 2018 – November 2018

- One of 30 students selected to promote the NYT on OSU's campus, recognized as exemplary team member
- Created and promoted on-campus, branded events and generated over 150 student subscriptions
- Engaged with student organizations on campus to advocate use of product

ORGANIZATION INVOLVEMENT & VOLUNTEERING

Ohio Staters Inc.

The Ohio State University

Light Up the Lake Event Chair

January 2019 – Present

- Improving campus through service opportunities focused on retaining campus traditions and welfare for students
- One of 3 co-chairs leading largest annual event by coordinating donations and proposal of \$10,000 budget

Columbus Metropolitan Library

Columbus, Ohio

Homework Help Volunteer

August 2018 – Present

- Provided tutoring and mentorship to elementary school students in math and reading 15 hours a month

Students Consulting for Nonprofit Organizations

The Ohio State University

Member

October 2017 – April 2019

- Interacted with three emerging nonprofit companies in Columbus area by completing relevant business cases
- Increased awareness of industry challenges through development of pitchbook to generate 30 potential investors

Business Honors Learning Community

The Ohio State University

VP of Alumni Engagement

August 2018 – April 2019

- Managed quarterly email to over 300 cohort alumni members to retain community and provide networking opportunities to current BHLC members

Learning Community Member

August 2017 – April 2018

- One of 25 honors students selected for program focused on leadership development and networking opportunities

▪ This is a sample student résumé (Transfer student) ▪

Mira Lake

| (999) 999 9999 | lake.5252@osu.edu | 1760 Neil Ave. | Columbus, OH 43210 |

EDUCATION & AWARDS

The Ohio State University | Max M. Fisher College of Business **Columbus, OH**
Bachelor of Science in Business Administration **May 2022**
Major: Finance **GPA: 3.76**

- Trustees Scholarship – \$1000 annual scholarship awarded on basis of academic achievement and community contribution
- Stock Pitch Competitions – Awarded 1st Place in 2 competitions hosted by J.P Morgan and Goldman Sachs

Mickey University | Goofy School of Business (Transferred) **Cincinnati, OH**
Bachelor of Science **May 2018**
Major: Information Technology **GPA: 3.68**

- Transferred to The Ohio State University on May 2018 after completing 1 year at Mickey University

PROFESSIONAL EXPERIENCE

KeyBank **Cleveland, OH**
Financial Analysis Intern *May 2019 – August 2019*

- Completed rotations in Corporate Bank Industrials Group, Investment Bank Retail Group, and Corporate Solutions
- Performed industry and company-specific financial analyses to aid in the development of 5 client presentations
- Collaborated with 8 other analysts on a presentation on how to improve KeyBank's relationships with key clients

Eaton Corporation **Cleveland, OH**
Information Technology Intern *May 2018 – August 2018*

- Achieved \$300k in potential cost savings and recovered 2,000 hours of lost productivity by redesigning budgeting tool
- Represented Eaton's blockchain team on presentations to Gartner and Forrester experts, conducted technical research to develop 3 blockchain use-cases, and created internal resource network by writing 5 informational articles
- Unified members across 3 teams to drive a 40% reduction in IT service tickets for future improvement projects

Lifecare Alliance **Columbus, OH**
Project Management Intern *May 2017 – August 2017*

- Managed 20+ client relationships daily to compile customer satisfaction reports and assess quality of service
- Improved data entry time by 60+ hours by identifying and eliminating inefficient processes within database software
- Collaborated with 6 vendors to coordinate timeline for multi-county delivery operation of \$125,000 in coupons

House of Japan Polaris **Columbus, OH**
Server *May 2017 – August 2017*

- Balanced full-time internship and academic commitments while working 30+ weekly hours on food-service team of 20 staff
- Promoted positive interaction with 70+ daily guests by providing tailored service to accommodate customer needs

LEADERSHIP & DEVELOPMENT

Buckeye Capital Investors **Columbus, OH**
Associate *September 2018 – Present*

- Using DCF, Public Comps, and Precedent Transaction Analysis to evaluate and pitch potential investments
- Organized the annual finance job fair by bringing in 10+ financial organizations and allocating \$2,000 event budget

Students Consulting for Nonprofit Organizations **Columbus, OH**
Project Leader | Consultant *September 2018 – January 2019*

- Led a team of 4 senior members to conduct market feasibility study across 12 counties and 90+ institutions
- Expanded nonprofit reach to 2,000+ individuals by redesigning marketing strategy centered around social media

Investment Banking Program **Cincinnati, OH**
Financial Analyst *September 2017 – May 2018*

- Led a team of 4 senior members to conduct financial analysis study across 12 counties and 90+ institutions
- Analyzed financial data to construct expense forecasting tool for nonprofit, reducing prediction inaccuracy by 70%
- Completed comprehensive program on investment banking fundamentals and presented final market report

Skills: Microsoft Office (Excel), Excel VBA, Java, Python, SQL, COBOL, Bloomberg Terminal, R, QlikView, English (Native)

▪ This is a sample résumé (Freshman) ▪

Thompson L. Barry

Barry.999@osu.edu

330-XXX-XXXX

1000 Brutus Way, Columbus, OH

Education:

The Ohio State University, Fisher College of Business

Columbus, Ohio

Bachelor of Science in Business Administration

May 2024

GPA: 3.5/4.0

- Specialization: Logistics
- Minor: Communications
- Fisher First Program Member: Admitted into selective learning and development program for first generation college students within the college

Highland High School

Medina, Ohio

May 2020

- National Honors Society: Volunteer Coordinator
- Speech and Debate: Member

Experience:

The Ohio State University Department of Recreational Sports

Columbus, Ohio

Member Services Assistant

September 2020 - Present

- Enthusiastically greet up to 500 members per hour by monitoring entry to the Recreation & Physical Activity Center
- Lead guided tours of the facility and provide information of programs while providing exceptional customer service

Rustic Hills Country Club

Medina, Ohio

Lifeguard

May 2019 - August 2020

- Committed to protecting all members through maintaining constant surveillance of pool and surrounding facilities
- Acted immediately and appropriately to ensure safety for as many as 100 patrons in the event of emergencies

Hostess/Banquet Server

March 2018 - May 2020

- Developed interpersonal relations with manager and assisted customers to guarantee an excellent experience while working 10 hours per week on average

Involvement:

Emerging Leaders Institute

Columbus, Ohio

Leadership Fellow

August 2020 - Present

- Engage with 20 peers on a weekly basis through dialog and experiential learning in order to promote personal growth
- Actively contribute to local community advancement with 4 other members by proposing a solution to homelessness in Columbus

Hannah Montana

montana.999@osu.edu • 614-010-1000 • Columbus, Ohio

EDUCATION

The Ohio State University

Bachelor of Science in Business Administration

- **Specialization:** Finance
- **Minor:** Economics

Columbus, Ohio

May 20XX

GPA: 3.63

Community College of the Air Force

Associate Degree in Business Administration

- Took classes part time while serving in the United States Air Force

Montgomery, Alabama

November 20XX

GPA: 3.52

WORK EXPERIENCE

United States Air Force

Staff Sergeant

- Trained 15 new recruits, providing knowledge and advice to improve overall efficiency, competency, and technical ability
- Supervised a team of 20 airmen, ensuring that all tasks were done efficiently and effectively

Airman

- Assisted in 12 construction projects, working in teams of four to ten individuals
- Attended leadership courses to enhance skills like communication and teamwork

Dayton, Ohio

August 20XX – July 20XX

September 20XX – August 20XX

Bob Evans

Waitress

- Recorded orders and served food to 10+ tables quickly and accurately while providing excellent customer service
- Assisted in the training and onboarding process of 15+ new employees
- Awarded “Server of the Month” on six separate occasions

Dayton, Ohio

February 20XX – August 20XX

INVOLVEMENT

Vets 4 Vets

Treasurer

- Manage a budget of \$5,000+ and allocate funds to three to five projects a semester
- Collaborate with executive board members to develop new philanthropic projects

Member

- Attend monthly events to volunteer and provide guidance for other veterans
- Work with the Department of Veteran Affairs to supply resources for veterans

Columbus, Ohio

March 20XX – Present

September 20XX – Present

Percy Jackson

jackson.11000@osu.edu • 614-123-4567
123 Buckeye Ave, Columbus, Ohio 43210
Preferred Pronouns: he/him/his

SUMMARY OF QUALIFICATIONS

- **Experience:** over eight years of full-time experience on automobile assembly lines operating machines, doing assembly and production, recording inventories, and managing teams
- **Proven track record** of efficiency and ability to accomplish multiple tasks quickly and accurately
- **Recognized** for ability to lead and motivate teams

EDUCATION

The Ohio State University

Bachelor of Science in Business Administration

Columbus, Ohio

May 20XX

- **Specializations:** Operations Management, Logistics
- **Minor:** Business Analytics

GPA: 3.77

WORK EXPERIENCE

Honda

Assembly Team Leader

Marysville, Ohio

August 20XX – July 20XX

- Led teams of up to 12 employees to efficiently assemble 50 cars or 12 trucks an hour
- Communicated between upper level management and assembly line employees
- Developed and implemented a new and improved system of assembling truck parts that increased speed and efficiency by 50%, decreasing lag times and error rates
- Trained 15 new employees on five different machines over two years

Assembly Line Worker

January 20XX – August 20XX

- Performed 15+ tasks every five minutes to efficiently and accurately assemble parts onto trucks
- Collaborated with 10+ section coworkers to ensure teamwork and precision
- Recorded over \$1,000,000 of part inventory, underlining major concerns and discrepancies for management

Navistar

Assembly Line Worker

Springfield, Ohio

May 20XX – January 20XX

- Recognized and reported to management defective parts and product concerns
- Followed all safety guidelines and protocols to prevent injuries and accidents
- Completed daily production reports, usually exceeding company quotas and goals

CLARA BUCKEYE

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123 Brutus Street | Columbus, OH 43201

EDUCATION

The Ohio State University, Max M. Fisher College of Business

Columbus, OH

Bachelor of Science in Business Administration

May 2025

GPA: 3.87

- Specialization: Marketing
- Minor: Entrepreneurship & Innovation
- Dean's List (All Semesters)

WORK EXPERIENCE

Child Care Provider

Columbus, OH

Babysitter

September 2022 – Present

- Responsible for providing supervision and care for a family with 3 children twice a week for 5-hours
- Provide children with school work assistance, and reliable transportation to several after-school activities
- Attained exceptional time management skills by balancing a heavy course load with a job

Parkview Pool

Cleveland, OH

Lifeguard

April 2020 – August 2022

- Instructed group swim lessons to children at different age groups, from levels 1-5, and facilitated individual lessons
- Ensured swimmers with water safety protection and rescued 3 individuals in distress and provided emergency care

COURSE PROJECTS

Crisis Case Challenge | Business Skills & Environment Course

Columbus, OH

CEO

October 2021

- Led a C-Suite team of 7 peers as CEO of a mock company, Prepado in a 2-week-long simulated business crisis
- Strategized a crisis management plan and made high stake company decisions to address important stakeholders
- Presented the plan in front of a faculty board and won 1st in the class due to our team's innovative recovery strategies
- Obtained valuable leadership skills and expanded knowledge of business ethics throughout the project

Business Statistics Team Case

Columbus, OH

Team Member

October 2021

- Tasked with an extensive statistical analysis 3-problem scenario case to complete with 3 classmates
- Performed sensitivity analysis and statistical functions through Excel to solve complex case problems
- Received a 100% on the group case due to the accuracy of our solutions, ability to use course material, and detailed text

ACTIVITIES & INVOLVEMENT

OSU Second-Year Transformational Experience Program (STEP)

Columbus, OH

Selected Member

August 2021 – May 2022

- Gained critical skills in personal and professional development, leadership, and communication while participating in a faculty-led mentoring program for two semesters during sophomore year
- Awarded a fellowship of \$2,000 to complete a 3-week global consulting project in Milan, Italy at BIP Consulting Group
- Collaborated with students from all majors in team-building exercises, leadership workshops, and thoughtful discussions

Fisher Impact Day

Columbus, OH

Volunteer

November 2022

- United with the Fisher college community in a day of service on and off campus through local non-profit organizations
- Created dog toys for the "Columbus Humane", tied blankets for "My Very Own Blanket" and donated 50 cans of food

INTERESTS & SKILLS

Interests: Community Service, Women Empowerment, Global Travel, Running, Hiking

Skills: Microsoft Suite, Excel (Advanced), Adobe Platforms, Java Software, Power BI software

Languages: Spanish (Fluent), Italian (Proficient)

Verbs For Business Application Skills

Clerical

approved	collected	executed	obtained	recorded	specified
arranged	communicated	filed	operated	registered	standardized
assisted	compiled	gathered	ordered	retrieved	systematized
catalogued	completed	generated	organized	reviewed	tabulated
categorized	corrected	implemented	prepared	routed	trained
charted	dispatched	incorporated	processed	scheduled	transcribed
classified	distributed	inspected	proofread	screened	updated
coded	documented	monitored	purchased	sorted	validated

Creativity

acted	constructed	displayed	founded	invented	planned
adapted	created	drew	illustrated	modeled	revised
began	customized	entertained	initiated	modified	revitalized
combined	designed	established	instituted	originated	shaped
composed	developed	fashioned	integrated	performed	solved
conceptualized	directed	formulated	introduced	photographed	

Helping

adapted	assisted	demonstrated	familiarized	mentored	represented
advised	clarified	diagnosed	furthered	motivated	resolved
advocated	coached	educated	guided	prevented	simplified
aided	collaborated	encouraged	helped	provided	supplied
answered	contributed	ensured	insured	referred	supported
arranged	cooperated	expedited	intervened	rehabilitated	volunteered
assessed	counseled	facilitated	listened		

Teaching

adapted	coordinated	enabled	focused	instructed	taught
advised	created	encouraged	guided	motivated	tested
clarified	critiqued	evaluated	individualized	persuaded	trained
coached	developed	explained	informed	simulated	transmitted
communicated	educated	facilitated	instilled	stimulated	tutored
conducted					

Analytical & Financial

administered	assessed	computed	estimated	netted	reconciled
adjusted	audited	conserved	forecasted	planned	reduced
allocated	balanced	corrected	managed	prepared	researched
analyzed	budgeted	determined	marketed	programmed	retrieved
appraised	calculated	developed	measured	qualified	

Critical Thinking

analyzed	coded	conducted	discovered	formulated	observed
appraised	compared	designed	examined	identified	recommended
assessed	compiled	developed	explored	inquired	researched
calculated	computed	devised	focused	interpreted	segmented
categorized	conceived	diagnosed	forecasted	investigated	solved
charted					

Leadership

administered	contracted	enforced	incorporated	organized	replaced
analyzed	controlled	enhanced	increased	originated	restored
appointed	converted	established	initiated	overhauled	reviewed
approved	coordinated	executed	inspected	oversaw	scheduled
assigned	decided	generated	instituted	planned	secured

attained authorized chaired charged considered consolidated	delegated developed directed eliminated emphasized	handled headed hired hosted improved	led managed merged motivated navigated	presided prioritized produced recommended reorganized	selected streamlined strengthened supervised terminated
Technical					
adapted analyzed applied appraised assembled built calculated clarified collected compared compiled completed	computed conducted conserved constructed converted critiqued debugged designed detected determined developed devised	diagnosed engineered evaluated examined experimented explored extracted fabricated formulated functioned as gathered inspected	installed interviewed invented investigated located maintained measured operated organized overhauled printed	programmed refined regulated remodeled repaired replaced researched restored reviewed searched solved	specialized standardized studied summarized surveyed systematized tested trained transported upgraded utilized
Organizational					
achieved administered analyzed appointed approved arranged assigned assisted assumed responsibility attained authorized carried out catalogued categorized chaired channeled charted classified coded	collected compiled completed consolidated contracted controlled converted coordinated corrected corresponded delegated developed directed distributed eliminated emphasized enforced enhanced established	evaluated exceeded executed expanded filed generated headed hired hosted improved incorporated increased influenced initiated inspected instituted led logged	maintained managed mentored merged monitored motivated obtained operated orchestrated ordered organized oversaw pioneered planned prepared presided prioritized processed	produced provided purchased recommended recorded reduced registered reorganized replaced reserved responded restored reviewed routed scheduled screened secured	selected standardized streamlined strengthened submitted succeeded supervised supplied surpassed systematized trained traveled updated utilized validated verified wrote
Teamwork					
accelerated accomplished achieved acquired activated adapted adjusted administered advised allocated analyzed annotated	compared competed compiled completed composed computed conceived conducted confronted consolidated constructed contacted	earned edited educated effected elicited employed encouraged endured enlisted entertained established estimated	informed initiated inquired inspected installed instilled instituted instructed insured interpreted intervened interviewed	participated perceived performed persuaded planned predicted prepared prescribed presented presided processed produced	revised rewrote routed scheduled searched selected served serviced shaped shared simplified solicited

anticipated	continued	evaluated	introduced	programmed	solved
applied	contracted	examined	invented	promoted	sought
appraised	convened	exchanged	inventoried	protected	specified
arranged	coordinated	executed	investigated	provided	stimulated
articulated	corresponded	exercised	judged	publicized	studied
assembled	counseled	exhibited	lectured	published	succeeded
assessed	created	expanded	listened	purchased	suggested
assigned	critiqued	expedited	located	questioned	summarized
attained	defined	experimented	maintained	recommended	supervised
authored	delegated	explained	managed	recorded	supported
balanced	delivered	explored	marketed	recruited	surveyed
briefed	demonstrated	facilitated	mastered	reduced	synthesized
budgeted	derived	financed	measured	regulated	systematized
calculated	designed	focused	mediated	reinforced	targeted
catalogued	detected	forecasted	modeled	rendered	taught
categorized	determined	formulated	modified	repaired	tested
chaired	developed	fostered	molded	reported	trained
changed	devised	grouped	monitored	represented	translated
channeled	diagnosed	guided	motivated	reproduced	tutored
charted	directed	identified	negotiated	researched	updated
clarified	discovered	illustrated	observed	resolved	utilized
coached	dispensed	implemented	obtained	responded	verified
coded	displayed	imposed	operated	restored	visualized
collaborated	distributed	improved	organized	retained	wrote
collected	drafted	increased	outlined	retrieved	
communicated	dramatized	influenced	oversaw	reviewed	
Communication					
addressed	consulted	edited	involved	participated	resolved
advertised	contacted	elicited	joined	persuaded	responded
arbitrated	conveyed	enlisted	judged	presented	solicited
arranged	convinced	explained	lectured	promoted	specified
articulated	corresponded	expressed	listened	proposed	spoke
authored	debated	formulated	marketed	publicized	suggested
clarified	defined	furnished	mediated	reconciled	summarized
collaborated	described	incorporated	moderated	recruited	synthesized
communicated	developed	influenced	motivated	referred	translated
composed	directed	interacted	negotiated	reinforced	traveled
condensed	discussed	interpreted	observed	reported	wrote
conferred	drafted	interviewed	outlined		