

# PREPARE

Start your career search early using CCE’s resources to prepare tailored resumes and cover letters, and to best reflect yourself in interviews and in your online presence. This will enable you to take full advantage of networking opportunities, career fairs, and job openings.

## Resume Overview

### What is a Resume?

A resume is a summary of your experience, education, and skills. Its main purpose is to convince a potential employer to interview you and consider you for a position. Resumes are used to screen applicants for interviews and determine which candidates have the background that most closely matches with the employer’s requirements. Your resume must be an honest reflection of your accomplishments and it is unethical to exaggerate, embellish, or mislead potential employers in your resume.

### How Do I Begin?

Before you start writing, you need to think about your experiences and accomplishments, both past and present. Consider work experience, internships, summer jobs, volunteer work, extracurricular activities, research work, course projects, and publications to identify what you have to offer employers. Assess what you have accomplished in each position and which skills you have developed. Tailor your resume by prioritizing this information so that it highlights the skills, accomplishments, and experiences most relevant to the industry and position. You may have more than one version of your resume if you are applying for different types of positions. Employers sometimes use electronic scanning systems to review resumes. To ensure that your resume is not eliminated by this software, avoid using graphics and use relevant terms for your industry and from the job description.

### What Should My Resume Look Like?

A one-page resume is preferable for most fields. Two-page resumes are typically appropriate only for those with extensive work experience.

**Format:** Design the resume so that it is clearly organized and easy to scan. Use bold, underlining, and italics to draw attention, but use them sparingly and consistently so that the resume doesn’t appear cluttered. You may vary the font size to provide further emphasis on your resume, but be sure to keep the font style consistent. Examples of different styles can be found on pages 24–31.

**Print or Electronic?:** In most cases, you’ll be submitting your resume electronically—either by email or through a web-based application form. Ensure that the resume you’ve composed looks the same once it reaches its destination. If you’re emailing your resume, send it as a .pdf document (unless another format is requested). If you’re uploading your resume to a database, double check its formatting before finalizing your application. Also, develop a plain text version of your resume for situations in which you are asked to cut and paste it directly into an online form or into the body of an email. This is particularly important if the application instructions state not to include resume attachments.

**Layout:** A resume can be structured in either of two general formats:

- **Chronological resumes** list experiences in reverse chronological order, from most recent going backward in time. This is the most common resume format and is appropriate for individuals whose education and experience match their career objectives.
- **Hybrid resumes** split the experience section into specific functional categories based on experience (see the Arts Administration sample on page 30 and the Career Changer sample on page 31).

## What Should My Resume Include?

### All resumes will include the following:

- **Contact Information:** This should include your name, street address, email address, and phone number. In this section, you can also include any relevant URLs (from LinkedIn, Twitter, etc.) or a link to your electronic portfolio.
- **Education:** Include school, location, degree, date of graduation or expected date of graduation, major, minor, and GPA (if over 3.0). If you are a first-year undergraduate or sophomore, you can list your high school, but it should be removed once you are a junior (unless it is a prestigious and well-known school in the area where you seek employment). Also include previous undergraduate institutions, community colleges, dual-degree programs, and study abroad.
- **Experience:** Include paid and unpaid work, internships, volunteer jobs, and military service relevant to the job to which you're applying. List organizations, locations, dates, your title, and a brief description of your accomplishments. Start descriptions with action-oriented verbs that emphasize your skills, and use short, concrete, and results-oriented phrases to describe your work. Within this section all experiences should be listed in reverse chronological order, with the most recent positions listed first. However, you can divide your experience into multiple sections, such as Research Experience, Marketing Experience, Administrative Experience, Teaching Experience, or any other similar heading in order to place your most important position first.
- **Additional Skills:** Include computer skills, foreign languages, technical skills, lab skills, and research skills as appropriate.
- **Accuracy:** Make sure all information that you include in your resume is accurate. Your resume must be an honest reflection of your skills, experience, academic accomplishments, etc. Do not exaggerate or embellish this information in any way.

### The following sections are optional:

- **Profile or Summary:** A profile summarizes a person's qualifications that are relevant to the position. This written snapshot of your education, skills, and related experience is appropriate if you are making a transition into a different industry where skills are transferable, or if you have several years of experience and want to summarize your key qualifications at the top of the page.
- **Honors:** List honors or scholarships you have received (limit to a few of the most recent or prestigious). This can also be included in "Education," rather than listed in a separate section.
- **Leadership:** Employers often look for evidence of leadership. List any involvement you have had that demonstrates leadership qualities. Examples of what you might include from your Columbia experience in a "Leadership" or "Activities" section include: involvement with Community Impact, member of Economics Society, and treasurer of Graduate Student Advisory Council (you can also fit these in the "Experience" category if you worked extensively with the organization and can describe your role in depth).
- **Relevant Coursework:** List three to six completed courses that are directly related to the job you are seeking. This is helpful for positions not directly related to your field of study or if you've taken non-major courses that are more relevant to the job. This is also important in science and technological fields to demonstrate one's knowledge. This information can also be included in "Education."
- **Activities:** Include clubs, athletics, and community organizations, and list any leadership positions held. If you have the space, you might describe your responsibilities using active verbs.
- **Interests:** Include this section if you have unique or impressive interests and be specific. Categories such as "reading" and "travel" are too general and common.
- **Volunteer Work:** Include volunteer opportunities and roles you have had in your community or for your favorite cause. Volunteer opportunities are a great way to share a distinctive skill set or interest.
- **Additional Sections:** When appropriate, include sections for Projects, Accreditations or Licensures, Professional Affiliations, and Publications.
- **Personal Website:** Include a link to your website if it is professional and includes pertinent information that an employer would find helpful in evaluating you as a candidate.

## What Should My Resume Not Include?

- Personal information such as age, marital status, number of children, pictures (these may be required in some countries), or inappropriate email addresses.
- Objective statements, such as “Seeking a position in the finance industry.” Instead, use your cover letter to emphasize the position you are applying for and how your background relates. If you have extensive experience, you may want to include a summary or profile statement on your resume (see page 19 for more details).
- Repetition of words such as “responsibilities” and “duties included” before each description. Focus instead on the action-oriented verbs that better highlight your tasks and skills developed on the job (see the list of action verbs on pages 20 and 21).
- Use of the first person “I” or extensive narrative. Do not use full sentences; brief phrases starting with action verbs are preferable.
- List of references or “References Available Upon Request” (instead, prepare a separate document and bring this list of references with you to interviews).
- Typos or inconsistencies. Ensure that the resume has no spelling or grammatical errors and that all punctuation is consistent.
- Social Security number.

## Resumes That Stand Out: Writing Statements With Impact

Because your resume is usually the first impression you make on prospective employers, you want it to stand out among the many other resumes received. Aim for a clean and easy-to-read format and a structure that highlights your relevant skills, education, and experience. Develop statements that demonstrate skills and qualities that relate to a particular job description. Be specific about what you did in that experience, providing contextual details that inform the reader about the purpose of your work, the scope of the project, and what you produced or accomplished. Quantify your work and achievements when possible. See the examples below and the activity on the next page to create impactful action and accomplishment statements that will help your resume stand out.

### Example:

Below is an example of a generic resume description of a particular activity/job and how it can be broken down into more specific descriptions for the same experience.

#### A. Generic Description:

##### **Public Health Society**

##### ***Event Coordinator***

- Responsible for organizing events and panels

*In this example, it is not clear exactly what this candidate did to organize events and panels, what skills were used, and what kind of events and panels were organized. Therefore, the writer of this statement misses the chance to show the employer that he/she used many skills when carrying out this task.*

#### B. Concrete Description:

##### **Public Health Society**

##### ***Event Coordinator***

- Plan and coordinate panels on public health for audiences of 25-50 undergraduates on a bi-monthly basis
- Identify and contact health professionals in the community to participate in panels
- Create marketing materials and publicize events through social media

*In this second example, the first bullet point clearly highlights organizational skills and lets the employer know the scope, target audience, and frequency of the events, which indicates the full extent of the candidate's abilities and experience.*

*The second bullet point indicates research and interpersonal skills, which were used to secure panelists. It also demonstrates that the candidate has developed the ability to communicate with individuals who are professionals.*

*The third bullet point highlights a specific business skill and/or the ability to be strategic in marketing, as well as familiarity with using social media for marketing purposes.*

### C. Adding Accomplishments and Impact:

Section B above includes three strong action statements, each starting with an active verb that conveys transferable skills and provides specific details about the task. For example, with the bullet point “Create marketing materials and publicize events through social media,” the reader now understands that this individual possesses the ability to create materials and publicize events. Employers want to learn about the skills an individual has, but they also want to understand the impact he/she had on a project, organization, or company. They may wonder what resulted from creating these marketing materials and publicizing the events. Perhaps the materials and publicizing efforts were not successful and did not have any effect? Or did these actions result in reaching a record number of students?

Keeping this in mind, it is important to review each statement you have created for your resume and ask yourself if you can go one step further by adding an accomplishment or achievement. What was the impact? What happened as a result of that action? How did it benefit the organization? You may not be able to add a result to every bullet point on your resume, but you will want to look for opportunities to demonstrate achievements wherever possible.

The third bullet point on the previous page, “Create marketing materials and publicize events through social media,” can be transformed into an effective accomplishment statement by simply adding the result or impact:

- Create marketing materials and publicize events through social media, increasing attendance at several club programs by 75% (if you have an accurate figure)
- Create marketing materials and publicize events through social media, resulting in increased attendance at several club programs throughout the year (if you are unable to quantify)

*Note that these statements are also the result of combining the Action and Result sections of the STAR method on the next page.*

#### ➔ How to get help on your resume from CCE

We encourage you to use our services to make your resume stand out. Here are the steps you should take to receive assistance:

1. Attend a Power Half Hour on resume writing from 12:30–1p.m. during selected weekdays or view a Power Half Hour Webshop online at [www.careereducation.columbia.edu/resources/multimedia](http://www.careereducation.columbia.edu/resources/multimedia).
2. Visit our office during Quick Question hours, daily from 1–4p.m. You can meet with a counselor for 10 minutes to have your resume reviewed.
3. If you need more guidance, schedule an appointment with a counselor by calling 212-854-5609.

### Creating Strong Resume Statements

Activity: First, read through the job description of a position you are interested in and identify all the skills and qualities they seek (usually in the responsibilities and qualifications sections). Then use the STAR method to create impactful bullet points that incorporate the skills and qualities you identified in the first step for each experience on your resume. (Note that you can also use this method to prepare for an interview, as detailed on pages 51 and 52).

**STAR** stands for:

- Situation:** What was the situation, problem, or conflict you were facing?
- Task:** What task(s) did you identify in response to this situation?
- Action:** What action did you take? What did you do to solve this problem? (start with action verbs)
- Result:** What was the result or outcome of your action? How did it benefit the organization? Can this result be quantified?

**Skills/qualities you want to demonstrate (from job description):** \_\_\_\_\_

\_\_\_\_\_

**Situation:** \_\_\_\_\_

**Task:** \_\_\_\_\_

**Action:** \_\_\_\_\_

**Result:** \_\_\_\_\_

**FINAL RESUME STATEMENT:** \_\_\_\_\_

\_\_\_\_\_

### Example:

**Skills/qualities you want to demonstrate:** Initiative, organization, analytical thinking skills, writing skills, interpersonal skills, problem solving skills

**Situation:** The trainees were learning too slowly and could not navigate the company’s data tracking system by the end of the two-week training period. Instead, they were not ready for another two weeks.

**Task:** Considered what could help trainees learn the system faster and in a shorter amount of time.

**Action:** Initiated, wrote, and edited the first training manual for the company’s data tracking system. Trainees worked through the manual during the two-week training period.

**Result:** At the end of the training period, trainees were ready to use the data tracking system two weeks earlier than expected; the training manual was adopted across company and is still in use.

**FINAL STATEMENT FOR RESUME:** Initiated, wrote, and edited the first training manual for company’s data tracking system; manual cut training period in half, was adopted across the company, and is still in use today. *(Notice that the final statement is created by starting with the action section above and incorporating the results section when appropriate.)*

# Creating a Summary/Profile Statement

A career summary or profile may be helpful to include on your resume, particularly if you have an eclectic background, have several years of experience, or are in the process of changing careers (note that a summary is not necessary if you are a recent graduate with a background that directly matches your target industry). This brief statement at the top of your resume is essentially a summary or snapshot of your skills, professional experience, accomplishments, knowledge, and education that is relevant to a particular job. Including a summary gives you a chance to show employers exactly how your background fits with the position for which you are applying.

There are a few general guidelines to follow when creating a summary statement for your resume. First, a summary should be short, approximately two to five phrases, and can be written in paragraph or bulleted form. The title of your summary statement can be one of many headlines, including: Summary of Qualifications, Career Profile, Career Highlights, Professional Summary, or just Summary or Profile. Also see our online tipsheet on writing resumes for experienced candidates.

In general, the summary statement highlights:

- The professional role that you claim (not job title)
- The specific skills you possess related to that role
- Your experience, knowledge, and education (again, related to the role)

## Activity:

To help determine which professional aspects to highlight in your summary, be sure to review the requirements listed for the positions in which you are interested, just as you would when writing a cover letter, crafting your resume, and preparing for a job interview. Then select the skills, experience, accomplishments, knowledge, and education that you would like to showcase in your statement and write them below. It may be helpful to review your STAR statements or other skills and strengths exercises that you have completed. Remember that it is best to keep your profile concise; thus you may need to prioritize the points that appear to be most important to each employer.

### Skills/Experience/Accomplishments/Knowledge/Education to Include in Summary Statement:

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Next, draft a few phrases that incorporate and summarize the items you listed above, perhaps starting with some of the following phrases:

- |                              |                         |                                  |
|------------------------------|-------------------------|----------------------------------|
| • Experience in...           | • Adept at...           | • Demonstrated achievement in... |
| • Strengths include...       | • Recognized for...     | • Ability to...                  |
| • Proven track record for... | • Key skills include... |                                  |

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Now write a sentence describing your “professional role,” which will be the opening line in your profile. Some examples are:

- Successful communications professional with experience in...(substitute communications with your own field)
- Accomplished Marketing Executive...
- Experienced professional completing a Master of Arts degree in...

Professional Role: \_\_\_\_\_

Finally, put all the sentences together and edit for a clean, concise, and compelling summary/profile statement. See Career Changer resume on page 31 for an additional example.

### Examples:

#### Career Profile

Successful professional with corporate marketing and training experience seeking position in nonprofit organization leveraging fundraising and program development skills. Strengths include leadership, marketing, project management, and public speaking. Recognized for ability to develop strong relationships and plan strategically.

#### Profile

Highly skilled and results-oriented professional with solid academic preparation holding a Juris Doctor degree and extensive experience in intelligence operations and special operations seeks position in risk management. Proven ability to assess and manage complex obstacles; viewed as a strong troubleshooter. Successful in intense and demanding environments, providing decisive team leadership and structure with a track record of motivating and developing soldiers. Willing to relocate.

#### Summary

Publishing Executive with multi-faceted background encompassing international licensing and brand management. Developed specialties in celebrity rights and clearances, photo syndication, editorial planning, and design. Managed multiple projects simultaneously and efficiently by overseeing the daily operations of 17 magazine titles worldwide. Proven ability to develop strong relationships across cultures and to provide decisive team leadership in a fast-paced environment.

## Action Verbs

Using varied, strong action verbs helps to grab the attention of the reader to make your resume stand out. You can use the examples below as starting points to command the attention of potential employers. For the full list, please visit our website.

#### Leadership

administer  
allocate  
appoint  
centralize  
challenge  
co-author  
conduct  
contract  
control  
coordinate  
decentralize  
delegate  
demonstrate  
direct  
distribute  
employ

enforce  
execute  
govern  
guide  
handle  
hire  
initiate  
instruct  
interview  
localize  
manage  
monitor  
motivate  
plan  
preside  
regulate  
represent

resolve  
schedule  
stage  
stimulate  
strategize  
supervise  
train  
tutor

#### Research

analyze  
assess  
calculate  
chart  
compile  
compute  
design

diagram  
document  
engineer  
estimate  
evaluate  
examine  
extract  
find  
identify  
interpret  
investigate  
locate  
pinpoint  
present  
produce  
prove  
recommend

relate  
report  
solve  
study  
test  
trace

#### Administrative

analyze  
arrange  
assemble  
chart  
compile  
compute  
diagram  
document  
gather

handle  
maintain  
review  
revise  
schedule

#### Improvement

accelerate  
adapt  
affect  
amend  
amplify  
appraise  
arrange  
augment  
balance  
broaden

centralize	pinpoint	earn	explore	<b>Marketing</b>	guide		
clarify	redesign	fulfill	form		advertise	negotiate	
consolidate	refine	gain	formulate		distribute	preside	
correct	reorganize	incur	generate		motivate	relate	
decentralize	replace	obtain	implement		promote	review	
decrease	resolve	procure	inaugurate		publicize	revise	
enhance	restore		initiate		publish	serve	
enlarge	restructure	<b>Creation</b>	instill		recruit	stimulate	
enrich	revamp	activate	institute		report	supply	
extend	revitalize	author	introduce		represent	support	
formalize	salvage	conceptualize	invent	sell	train		
fortify	save	create	launch	strategize	tutor		
frame	simplify	cultivate	originate	<b>Assistance</b>	<b>Other</b>		
improve	streamline	design	pioneer			assist	improvise
incorporate	structure	develop	plan			co-author	operate
increase	systematize	devise	produce			collaborate	prompt
innovate	<b>Attainment</b>	discover	program			contribute	
localize	accomplish	draft	propose			demonstrate	
minimize	acquire	employ	replace			explain	
modify	attain	engineer	shape			facilitate	
optimize	discover	establish	structure				
overhaul		execute	utilize				

## Presenting Columbia-Specific Undergraduate Activities and Academic Experience

**\*DO NOT COPY THESE EXAMPLES—USE THEM AS A GUIDE IN CRAFTING YOUR OWN DESCRIPTION HIGHLIGHTING YOUR UNIQUE ACCOMPLISHMENTS.\***

### Combined Plan Programs

There are many combined plan programs—or educational affiliations—between the undergraduate schools at Columbia and other colleges and universities. When representing these programs on your resume, we provide the following format as an example.

#### EDUCATION

**Columbia University**, The Fu Foundation School of Engineering and Applied Science, New York, NY

#### **Dual Bachelor of Science and Bachelor of Arts Degree Program**

*Bachelor of Science, Mechanical Engineering*, Expected May 2014, GPA: 3.4

**Fairfield University**, Fairfield, CT

*Bachelor of Arts, Mathematics*, May 2012, GPA: 3.6

### Academic Projects

You might have completed a paper or presentation for a course that relates directly to the internship or job for which you are applying. Your resume gives you a chance to highlight that project, which will show a prospective employer demonstrated interest in a particular topic area and transferable skills like researching, writing, and presenting. When representing these programs on your resume, we provide the following format as an example.

#### PROJECT EXPERIENCE

The Psychology of Aging, Columbia University

Spring 2013

- Conducted research in psychology databases on recently published studies measuring wellness in aging populations
- Wrote 35-page paper identifying patterns in research findings
- Presented research to class of 40 students, faculty, and a teaching assistant using PowerPoint

## Athletic Involvement

Any student involved in Columbia’s athletics programs knows the level of time and dedication required to participate and also balance academics and other on- and off-campus involvement. You want to make sure that employers can see that through the description on your resume, so don’t underplay your involvement, as it demonstrates teamwork and communication skills as well as commitment to a goal. When representing these programs on your resume, we provide the following format as an example.

### LEADERSHIP AND ACTIVITIES

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#### **Columbia University, NCAA Division I Varsity Football Team**

*Defensive Back, Linebacker*

2010–Present

- Dedicate 40 hours per week to practice, conditioning, competition, and team meetings
- Earned Scholar-Baller recognition in 2011 and 2012 for earning a grade-point average of over 3.2
- Volunteer at community organizations including local schools, homeless shelters, and sports camps

#### **Columbia University Student-Athlete Advisory Committee**

*Representative*

2011–2012

- Selected from 100+ players by football coaches to represent team on committee of all varsity sports
- Planned community service and outreach events including a program that brought 50 local high school students to Columbia’s campus to participate in a leadership seminar
- Created improved academic environment for student-athletes by working with academic deans and professors

#### **Leaders for Life, Department of Intercollegiate Athletics and Physical Education**

*Member*

2010–2011

- Selected to a competitive program that provides leadership training for one first-year or second-year student-athlete competing in each intercollegiate sport
- Participated in intensive day-long workshops on team work and situational analysis

## Residential Advisor Experience

Residential Advisors build a variety of skills sought in work settings including team work, verbal communication, decision making and problem solving, processing information, and planning/organizing/prioritizing work. Demonstrate what you brought to your work as an RA. When representing these programs on your resume, we provide the following format as an example.

### LEADERSHIP AND ACTIVITIES

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#### **Department of Residential Programs, Columbia University, New York, NY**

August 2012–Present

*Residential Advisor*

- Serve as advisor, mentor, mediator, and supervisor to 36 students on a residential community floor
- Create and implement educational and social programs to build community, including the first program on preventing cyber-bullying, which was attended by 70 students across all academic years
- Collaborate with staff of eight to foster a strong living and learning community
- Enforce university policies to ensure a safe living environment
- Confront and resolve issues around roommate conflicts, diversity, alcohol and drug use, and academic performance
- Received awards including RA of the Year 2012–2013 and Kings Crown for contribution to the student body

## Working With Employment Gaps

Many people have periods of time during their careers when they are not working due to a variety of reasons, including losing a job, completing a degree, taking care of children or elderly parents, tending to health issues, or simply taking a break. Unfortunately, employers can interpret employment gaps on a resume as a cause for concern, unless the candidate strategically addresses them on the job application. Here are a few ways to positively manage gaps on your application materials:

1. Drop the months from your employment dates on your resume and just use years:  
Example: 2010–2012 *instead of* May 2010 to February 2012
2. Consider a summary statement (see pages 19 and 20) on your resume to help the employer focus on your skills instead of time away from the workplace
3. Group your work experience on your resume into categories, such as “Marketing Experience” and “Training Experience,” which will help downplay gaps (see resume sample page 31, Amy M. Robins)
4. Include any other professional-related experience you may have gained during your time out of the workforce, such as volunteer work, projects (even if independent projects), professional development courses, certifications, or involvement in professional associations
5. Address your time out of the workforce in your cover letter by stating something like the following:

*...Following this work experience, I devoted myself to volunteer work outside of the legal profession. These volunteer experiences have given me an opportunity to take on a high level of responsibility in leadership positions, helping me to hone critical skills, including management, leadership, and teamwork. This work has been rewarding, but I am excited and ready to move my focus back to my professional career in the private sector.*

(Note that you can state something similar during a job interview—see page 56 for addressing employment gaps in interviews.)



*Students and alumni meeting at Media Networking Night*

# Sample Resumes

## What NOT to Do on a Resume

*Nikhil Shah.*  
Room 1000, International House, 500 Riverside Drive, New York, NY 10027, USA  
Tel: 1- 646-222-2222 Email: [hotstuff@hotmail.com](mailto:hotstuff@hotmail.com)

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**EDUCATION**

**Columbia University, Graduate School of Arts and Sciences, New York, NY**  
MA in Statistics (I expect to graduate in May of 2014)  
*Course Works:* Mathematics of Finance, Stochastic Process, Time Series Analysis, Management of Extreme Financial Events, Game Theory

**University College London, University of London, United Kingdom**  
BS in Economics, June 2013  
1st Class Honors Obtained

**The Chinese University of Hong Kong, Hong Kong**  
Economics Summer Program, July - August 2009

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**Professional Experience**

**Morgan Stanley UK Ltd, London, UK, Summer 2012**  
*Intern, Credit Derivative Operations Support*

- Liaised with colleagues in other departments
- Responsible for prioritizing client requirements
- Responsible for preparing trade confirmation for various types of Credit Derivatives
- Responsible for obtaining structured product training

**ABN AMRO ASSET MANAGEMENT (ASIA) LTD, HONG KONG, SUMMER 2011**  
*Intern, Financial Controlling Support*

- Prepared balance sheets and P&L reporting; enhanced the efficiency of the division
- Prepared presentation materials for senior management
- Assisted team on various projects

**ABN AMRO ASSET MANAGEMENT (ASIA) LTD, HK, JUNE – AUG 2010**  
Summer Intern, Product Development and Operations Support

- Collaborate with Product Development, Operations and IT teams to update database system
- Implement database system for Product development and Operations departments

**Logistics Information Network Enterprise Limited, HK, May – Aug 2009**  
(Logistics member of the Hutchison Port Holdings Group)  
**Intern, Accounting & Finance, Logistic Management Support**

- Provided consistent support for daily logistics process
- Worked proactively to follow up on issues for the departments; contributed to the productivity of the team

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**Skills**

Fluent in English, Cantonese and written Mandarin  
Proficient in MS Office (Word, Excel, Outlook, Access, Power Point), Stata, Visual Basic

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**Activities**

*Volunteer*, Cultural Hour Event (two hundred member audience at International House), New York, 2013;  
Trainee, New Jersey Marathon for April 2010

\*\*\***References:** Available when requested

**Fonts:** Avoid fancy fonts. Use same font throughout the resume. There should be no period after the name.

**Email:** Use a professional email, preferably your Columbia address.

**Pronouns:** Do NOT use first person pronouns, such as "I" and "we."

**Font Size:** Keep font size and font type consistent throughout resume. "Coursework" should be singular.

**Consistency:** This is imperative on the resume. Do not indent one line where you have not indented others with the same information.

**Spelling:** Mistakes are inexcusable.

**Descriptions:** Avoid using the same passive phrase repeatedly. Instead, use action-oriented verbs to begin phrases. Be more descriptive and specific with tasks.

**Dates:** Be consistent in displaying dates. Seasons can be appropriate for seasonal positions. If abbreviating months, use same format for all.

**Titles/Bullets:** Titles should be consistent; if you use italics for one title, use italics for all. Bullets must be aligned throughout.

**Languages:** If applying for positions in the U.S., do not include English as it is assumed. If applying abroad, it can be appropriate.

**Products:** PowerPoint is one word, with no space.

**References:** Do not list references on the resume. There is no need to have a line indicating references are available. It is assumed.

## Corrected

For online resume resources, please visit [careereducation.columbia.edu/resources/basics](http://careereducation.columbia.edu/resources/basics).

**NIKHIL SHAH**

Room 1000, International House, 500 Riverside Drive, New York, NY 10027  
646-222-2222 • ns000@columbia.edu

**EDUCATION**

**Columbia University, Graduate School of Arts and Sciences**, New York, NY

MA in Statistics, Expected May 2014

*Relevant Coursework:* Mathematics of Finance, Stochastic Process, Time Series Analysis, Management of Extreme Financial Events, Game Theory

**University College London, University of London**, London, United Kingdom

BS in Economics, June 2013

*Honors:* President's Scholarship, First Class Honors Obtained

**The Chinese University of Hong Kong**, Hong Kong, China

Economics Summer Program, Summer 2009

**PROFESSIONAL EXPERIENCE**

**Morgan Stanley, UK Ltd.**, London, United Kingdom, Summer 2012

*Intern, Credit Derivative Operations Support*

- Collaborated with colleagues in other departments, including Sales Desk, Client Service Team, Trade Assistant, and Legal department to solve trade discrepancies
- Prioritized client requirements and assigned workload in order to meet urgent deadlines, greatly minimizing business risks
- Prepared trade confirmations for Credit Derivatives for hedge funds and investment banks
- Obtained structured product training to gain exposure to various types of structured credit derivatives

**ABN AMRO Asset Management (Asia) Ltd.**, Hong Kong, China, Summers 2010 and 2011

*Intern, Financial Controlling Support* (Summer 2011)

- Prepared balance sheets and P&L reporting; enhanced efficiency of division
- Created presentation materials for senior management
- Assisted team on various projects, such as the development of Asia Pacific help desk to resolve queries on financial controlling issues

*Intern, Product Development and Operations Support* (Summer 2010)

- Collaborated with Product Development, Operations, and IT teams to update database system
- Implemented database system for Product Development and Operations departments to effectively facilitate the day-to-day work flow

**Logistics Information Network Enterprise Limited**, Hong Kong, China, Summer 2009

*Intern, Accounting & Finance, Logistic Management Support*

- Provided consistent support for daily logistics process
- Contributed to productivity of team by working proactively and following up on issues for departments

**ADDITIONAL SKILLS**

Languages: Fluent in written and spoken Cantonese and Mandarin

Computer: Proficient in MS Office (Word, Excel, Outlook, Access, PowerPoint), Stata, Visual Basic, SPSS

**ACTIVITIES**

*Volunteer*, Cultural Hour Event (200 member audience at International House), New York, 2013

*Volunteer*, Revlon "Walk for the Cure," 2012

*Member*, International Student Organisation, AIESEC, London, 2010

## Undergraduate Liberal Arts (with comments)

### Alex Smith

00 Lerner Hall, New York, NY 10027 • 212-000-0000 • as@columbia.edu

#### EDUCATION:

**Columbia University, Columbia College**, New York, NY  
 Bachelor of Arts in English, expected May 2014, GPA: 3.7/4.0  
 Dean's List (Fall 2010–Present), Joseph and Ann Perlman Prize (2011)

**GPA:** Include if over 3.0, and do not round up. It must match your transcript.

**Address:** Include your permanent address if applying to jobs near that area.

#### RELEVANT EXPERIENCE:

**Random House**, New York, NY  
*Intern*

June 2012–September 2012

**Honors:** Include Dean's List, and list the year the honor was awarded.

- Fact-checked and proofread manuscripts for entertainment books list
- Collaborated directly with editors and authors on various projects, including book launches and publicity events
- Attended editorial meetings and internship program development training sessions
- Maintained manuscript database and filing system using Microsoft Access

**Experience:** List location and dates for each organization. Use different experience headings to highlight most relevant experience from additional positions. Use action verbs to start each phrase.

**Columbia Spectator**, New York, NY  
*News Editor and Food Critic*

September 2011–May 2012

- Edited copy prior to publication and assisted with layout and production for a college newspaper with a circulation of 5,000
- Gathered daily news events within the university community by interviewing students, faculty, and administrators
- Researched current social and political issues through contact with local community organizations
- Analyzed food, decor, and service of local restaurants; wrote critiques for arts magazine

#### ADDITIONAL EXPERIENCE:

**Columbia University Center for Career Education**, New York, NY  
*Office Assistant*

September 2010–May 2012

- Updated career-related resources on social justice careers
- Contributed to the dissemination of information to students by maintaining current mailing lists and updating email addresses by using Excel

#### ACTIVITIES:

**Community Impact**, New York, NY  
*Tutor*

January 2011–Present

- Teach English-writing skills to five junior high school students on a one-on-one basis in an after-school program
- Design worksheets and assignments to improve grammar and expository writing

**Activities:** Include volunteer work, athletics, clubs, and other extracurricular involvement. Activities can either be listed or described in more detail if relevant.

**Columbia University Tae Kwon Do Club**, New York, NY  
*Treasurer and Member*

September 2011–May 2013

- Managed annual budget of \$1,500 and collected annual membership dues
- Supervised several fundraising efforts including the Spring 2010 silent auction benefit; raised over \$1,000 for club activities

#### LANGUAGE SKILLS:

French (intermediate); Spanish (basic)

**Computer and Language Skills:** Always be honest about your level of proficiency.

#### COMPUTER SKILLS:

Proficient in MS Word, Excel, Access; Lexis-Nexis

## First-Year Student

**MICHAEL MASON**  
000 Lerner Hall • New York, NY 10027  
mnm000@columbia.edu • 212-555-555

**EDUCATION:**  
Columbia University, Columbia College, New York, NY  
*Bachelor of Arts*  
Expected May 2017

Boston High School, Boston, MA  
May 2013

**HONORS:**  
Columbia University Kluge Scholar (Four Year Scholarship)  
National Honor Society (2010–2013)  
Harvard Book Award (2012)

**EXPERIENCE:**  
**Boston University Medical Center, Boston, MA**  
*Medical Volunteer, Neural Connections*  

- Interacted with patients of all ages afflicted with various neurological conditions.
- Provided emotional support to patients through regular one-on-one visits.
- Organized patient recreational activities including memory and card games as well as hand-eye coordination exercises.
- Acted as patient liaison, aiding with mobilization and mealtime assistance for an average of 10 patients per shift.

**Joe's Bagels, Brookline, MA**  
November 2011–September 2012  

- Provided fast, efficient, and courteous service to all patrons.
- Operated cash register by totaling bills, receiving payments, and distributing receipts.
- Ensured adequate supplies of change and correct amount of money at ends of shifts for proper reconciliation.

**LEADERSHIP:**  
**Boston High School Student Council, Boston, MA**  
*Senior Class President (2012–2013) / Class Representative (2011–2012)*  
October 2011–May 2013  

- Managed five sub-committees and ran weekly meetings for 100 students.
- Organized class events including dances, fundraisers, and trips.
- Generated over \$1,500 for the senior prom through various fundraising efforts.

**Boston High School Student Paper, Boston, MA**  
*Editor-in-Chief, Feature Writer*  
December 2011–March 2013  

- Trained 20 new staff members and organized weekly staff meetings.
- Assigned writers and edited final drafts of stories.
- Restructured the existing system of submission, revision, and publication in order to provide valuable feedback and ensure a quality final publication.
- Identified potential news related to student issues and administration.

**ACTIVITIES:**  
Columbia University Ballroom Dance Team, Member  
Columbia University College Democrats, Member  
September 2013–Present  
September 2013–Present

**SKILLS:**  
Computer: Microsoft (Word, Excel, PowerPoint), Adobe (Photoshop, InDesign)  
Language: Intermediate Spanish

## Engineering (Undergraduate)

**Eva Danielle Boone**  
0000 Lerner Hall, 2920 Broadway, New York, NY 10027  
(917) 123-4567 | edb9876@columbia.edu

**EDUCATION**  
Columbia University, The Fu Foundation School of Engineering and Applied Science  
*Bachelor of Science - Civil Engineering (Concentrations: Structural Engineering, Construction Management), Architecture Minor*  
New York, NY – May 2014  
GPA: 3.3  
Relevant Coursework: Computer-Aided Structural Design (AutoCAD & SAP2000) Principles of Construction Techniques, Dynamics and Vibrations, Fluid Mechanics, Mechanics of Solids, Urban Infrastructure Systems, Architecture Design Studio

**SKILLS**  
Design: AutoCAD, Architectural Desktop 2010, Maya 3-D Animation, SAP2000  
Computer: Microsoft Office: Word, Excel, Publisher, PowerPoint, MATLAB, ArcGIS Mapping, Adobe Photoshop  
Language: Conversational Japanese

**ENGINEERING EXPERIENCE**  
**Walt Disney / ABC Television Group**  
*Facilities & Infrastructure Systems Management Intern*  
New York, NY  
January 2013 – Present  

- Ensure facilities are operated and maintained through demand and preventative maintenance, contract and vendor management, life cycle management of assets, and project and financial management of capital projects
- Aid in the management of the design and construction phases of chiller installation and sidewalk replacement projects

**Martin Horn Inc., General Contractors**  
*Construction Management Intern*  
Charlottesville, VA  
May 2012 – July 2012  

- Aided the Construction Superintendent on an \$8 million major renovation project at South Slaughter Hall of UVA Law School
- Performed construction and administrative duties including progress reports, updating change orders, plan changes, and RFIs while facilitating the communication and collaboration between contractor, subcontractors, architects, specialists and laborers
- Supported the Construction Superintendent in interpreting and explaining plans, contracts, and technical information to workers
- Instructed, supervised, and coordinated on-site construction operations of subcontractors and laborers

**ENGINEERING ACTIVITIES**  
**Engineers Without Borders – Morocco, Columbia University Chapter**  
*Project Team Lead, Design Team Lead*  
New York, NY  
December 2010 – Present  

- Oversee all engineering aspects of implementing a 225 ft suspended footbridge including: research, design, resourcing, logistics, and construction as well as compiling the technical portion of 70-page report on implementing bridge in Morocco
- Traveled to Morocco to inspect existing bridge conditions, survey for a new bridge site, and personally came up with a decking implementation system of bridge using creative problem solving skills to overcome third-world feasibility problems
- Lead a team of students to brainstorm, research, and design an innovative wooden-deck, synthetic cable footbridge in rural Morocco

**AISC-ASCE Student Steel Bridge Competition, Columbia University Chapter**  
*Team Member (Designer and Constructor)*  
New York, NY  
September 2012 – Present  

- Designed a 17-foot steel truss bridge using SAP2000 to construct in the spring for the annual competition in April 2013
- Fabricate bridge members in Columbia's Carleton Laboratory and aid in the construction and improvement of the bridge

**Architecture, Construction, Engineer (ACE) Mentor Program**  
*Team Member (Designer)*  
Charlottesville, VA  
January 2009 – May 2009  

- Used AutoCAD among team members to design a hypothetical, multi-purpose, 10-story building in downtown Charlottesville

**OTHER WORK EXPERIENCE**  
**Columbia University Athletics, Club Sports Supervisor, Intramural Official, New York, NY**  
September 2011 – December 2012  
**Farmington Country Club, Summer Camp Counselor, Charlottesville, VA**  
June 2011 – August 2011  
**Soccer Organization of Charlottesville and Albemarle, Coach, Referee, Charlottesville, VA**  
July 2008 – August 2011

**LEADERSHIP EXPERIENCE**  
**Kappa Alpha Theta, Epsilon Upsilon Chapters, Chief Marketing Officer, New York, NY**  
February 2011 – Present  
**Columbia Community Outreach, Projects Committee Co-Chair, New York, NY**  
December 2010 – May 2012  
**Albemarle High School Soccer, 2010 Captain, MVP & 4-year Varsity Starter, Charlottesville, VA**  
Spring 2007 – Spring 2010  
**SOCA Express/Lightning Premier Travel Soccer Team, 4-year Captain, Charlottesville, VA**  
January 2006 – March 2010

**CHRISTOPHER R. WALLACE**

000 Lerner Hall • New York, NY 10027 • 212-854-0000  
 crw85@columbia.edu • <http://www.columbia.edu/~crw85>

**EDUCATION**

**Columbia University, The Fu Foundation School of Engineering and Applied Science**  
 MS in Mechanical Engineering, GPA 3.2/4.0  
 BS in Biomedical Engineering, GPA 3.3/4.0

*Relevant Coursework:*

Biomedical Engineering Laboratory  
 Solid Biomechanics  
 Ethics of Biomedical Engineers  
 Structure, Mechanics, and Adaptation of Bone  
 Advanced Musculoskeletal Biomechanics  
 Advanced Continuum Biomechanics

**PROJECT EXPERIENCE**

**Columbia University**  
 "Advanced Musculoskeletal Biomechanics"

- Conducted ligament testing and joints articulation by implementing testing on fluid muscles between joints
- Collaborated with team members under the supervision of faculty and laboratory
- Prepared research paper describing results and presented findings to class

**EXPERIENCE****Epithelial Research Group**

*Research Assistant, Advanced Tissue Sciences*

- Developed novel three-dimensional culture systems for effective tissue engineering with team assistant
- Designed original devices to test mechanical and phenotypic properties of fibroblast cells
- Created and developed novel in-vitro skin models to stimulate normal and diseased conditions

**Micro-mechanical Analysis & Design Lab, UC Berkeley**

*Research Assistant*

- Assisted with the development and design of fluidic interconnects for fluidic MEMS devices in order to develop portable reconstituted drug delivery system
- Provided assistance with clean room fabrication and testing of structures. Conducted various administrative tasks

**TECHNICAL SKILLS****Applications:**

ISSE image processing, Lab View, AutoCAD R14, Pro-Engineering, MATLAB 7.0, Simulink, Excel, MS Word, PowerPoint, Adobe Photoshop CS5, and Sigma Plot

**Research & Development:** Analog Circuit Design, Serial and Parallel Port Interfacing (focus on data acquisition), and Computer Software Design (including DOS console programs, windows based, and MFC programming)

**Programming Languages:** Fortran, C, C++, and HTML

**Operating Systems:** UNIX, Linux, Windows XP, Windows 7, and Mac

**Lab Equipment:** Oscilloscope, Function Generator, Digital Multimeter, Spectrometer, Fluorescent Microscope with CCD technology, and Scanning Electron Microscope

**Lab Techniques:** Three-dimensional Cell Culture and Cell Line maintenance, Gel Electrophoresis (Zymography), Western Blot, Elisas, Flow Cytometry, Immunofluorescence Staining, and RNA extraction

**PUBLICATION**

Ferreira, V.P., Cohen, J.K., Wallace, C.R. (2011) A dissociation between spatial attention and motor response selection in prefrontal cortex of macaque. *Investigative Ophthalmology and Visual Science Supplement* 39, S324.

**LEADERSHIP ACTIVITIES**

Vice President, **Biomedical Engineering Society**, Columbia University  
 Member, **National Society of Black Engineers (NSBE)**  
 Emergency Room Volunteer, **Columbia Presbyterian Hospital**

September 2012–Present  
 April 2010–May 2012  
 Fall 2010

**EDUCATION**

**Columbia University, Columbia College**  
 Bachelor of Arts in Mathematics, Dean's List, GPA 3.3  
*Relevant Coursework:* Mathematics of Finance, Financial Accounting, Macroeconomics, Microeconomics, Statistics

New York, NY  
 May 2014

**PROFESSIONAL EXPERIENCE****Credit Suisse Investment Banking Division Case Competition**

*2<sup>nd</sup> Place Prize Winner*

- Analyzed impact of three potential acquisitions for retailer Ralph Lauren under debt/equity financing scenarios
- Performed pro forma valuation of Ralph Lauren using discounted cash flow (DCF), comparable public company and precedent transaction methodologies

**East End Advisors**  
*Research Assistant*

- Presented conclusion of analyses and final recommendation to senior Credit Suisse investment bankers
- Created quarterly performance reports for portfolios of hedge fund's high-net-worth clients
- Prepared monthly balance sheets of hedge funds for investment analysis
- Proposed and implemented new database system of investment reports to improve workflow efficiency

**Steven Cabrera, C.P.A., P.C.**  
*Administrative Assistant*

- Developed and maintained database of client contact and payment information using Microsoft Access
- Scheduled appointments, answered phones, and performed general administrative duties to assist staff with operations of the office

**LEADERSHIP****Columbia University: Office of Residential Programs**

*Community Adviser*

- Lead a staff of 12 resident advisers to promote community development for 415 students in undergraduate residence halls
- Promote intellectual, emotional, and interpersonal growth for undergraduate residents via community development, peer mentorship, and event organization including educational and community outreach programs

**Sabor Latin Dance Troupe, Columbia University**

*Vice President and Dance Performer*

- Advise president on performance proposals, community initiatives, and future direction for team of 15
- Ensure proper budget spending with the help of the treasurer and partake in financial decisions
- Negotiate with university administration on space and logistics for performance events and rehearsals
- Organize and perform in annual university-wide fall performance; raised \$2,333 in revenue for yearly city-wide community service project

**Columbia Financial Investment Group (CFIG)**

*Business Relations Coordinator*

- Collaborate with a team of 10 to trade a virtual portfolio of stocks and options, forecast market moves, and evaluate potential trades
- Maintain and initiate relations across the financial services industry for programming and recruitment purposes
- Compile and present news reports on emerging markets and propose relevant trades at weekly membership meetings

**SKILLS AND INTERESTS**

- Computer: Microsoft Office Suite, STATA
- Language: Fluent in Spanish
- Interests: Latin American Literature, Partner Dancing, Soccer

**LOUIS CABRERA**

1111 Lerner Hall, 2920 Broadway New York, NY 10027  
 212-456-7890 • lc1234@columbia.edu

New York, NY  
 May 2014

**PROFESSIONAL EXPERIENCE****Credit Suisse Investment Banking Division Case Competition**

*2<sup>nd</sup> Place Prize Winner*

- Analyzed impact of three potential acquisitions for retailer Ralph Lauren under debt/equity financing scenarios
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*Research Assistant*

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- Compile and present news reports on emerging markets and propose relevant trades at weekly membership meetings

**SKILLS AND INTERESTS**

- Computer: Microsoft Office Suite, STATA
- Language: Fluent in Spanish
- Interests: Latin American Literature, Partner Dancing, Soccer

New York, NY  
 Expected May 2014  
 May 2012

**EDUCATION**

**Columbia University, The Fu Foundation School of Engineering and Applied Science**  
 MS in Mechanical Engineering, GPA 3.2/4.0  
 BS in Biomedical Engineering, GPA 3.3/4.0

**PROJECT EXPERIENCE**

**Columbia University**  
 "Advanced Musculoskeletal Biomechanics"

- Conducted ligament testing and joints articulation by implementing testing on fluid muscles between joints
- Collaborated with team members under the supervision of faculty and laboratory
- Prepared research paper describing results and presented findings to class

**EXPERIENCE****Epithelial Research Group**

*Research Assistant, Advanced Tissue Sciences*

- Developed novel three-dimensional culture systems for effective tissue engineering with team assistant
- Designed original devices to test mechanical and phenotypic properties of fibroblast cells
- Created and developed novel in-vitro skin models to stimulate normal and diseased conditions

**Micro-mechanical Analysis & Design Lab, UC Berkeley**

*Research Assistant*

- Assisted with the development and design of fluidic interconnects for fluidic MEMS devices in order to develop portable reconstituted drug delivery system
- Provided assistance with clean room fabrication and testing of structures. Conducted various administrative tasks

**TECHNICAL SKILLS****Applications:**

ISSE image processing, Lab View, AutoCAD R14, Pro-Engineering, MATLAB 7.0, Simulink, Excel, MS Word, PowerPoint, Adobe Photoshop CS5, and Sigma Plot

**Research & Development:** Analog Circuit Design, Serial and Parallel Port Interfacing (focus on data acquisition), and Computer Software Design (including DOS console programs, windows based, and MFC programming)

**Programming Languages:** Fortran, C, C++, and HTML

**Operating Systems:** UNIX, Linux, Windows XP, Windows 7, and Mac

**Lab Equipment:** Oscilloscope, Function Generator, Digital Multimeter, Spectrometer, Fluorescent Microscope with CCD technology, and Scanning Electron Microscope

**Lab Techniques:** Three-dimensional Cell Culture and Cell Line maintenance, Gel Electrophoresis (Zymography), Western Blot, Elisas, Flow Cytometry, Immunofluorescence Staining, and RNA extraction

**PUBLICATION**

Ferreira, V.P., Cohen, J.K., Wallace, C.R. (2011) A dissociation between spatial attention and motor response selection in prefrontal cortex of macaque. *Investigative Ophthalmology and Visual Science Supplement* 39, S324.

**LEADERSHIP ACTIVITIES**

Vice President, **Biomedical Engineering Society**, Columbia University  
 Member, **National Society of Black Engineers (NSBE)**  
 Emergency Room Volunteer, **Columbia Presbyterian Hospital**

September 2012–Present  
 April 2010–May 2012  
 Fall 2010

## General Studies

### EMILY WARREN

355 West 86th Street, Apt 6A, New York, NY 11100 • (646) 888-5500  
ew1@columbia.edu • http://www.linkedin.com/in/emilywarren

#### EDUCATION:

**Columbia University, School of General Studies**  
Bachelor of Arts in Anthropology  
GPA: 3.67 / 4.0

#### City College of San Francisco

Associate Degree in Liberal Studies  
GPA: 3.85 / 4.0

#### HONORS:

- Columbia University Dean's List, Fall 2011, Spring 2012, Spring 2013
- Featured in *The New York Times* for leadership role with The Columbia Ballet Collaborative, 2012
- ARTS Award, National Foundation for Advancement in the Arts, 2007

#### PROFESSIONAL EXPERIENCE:

##### The Columbia Ballet Collaborative (CBC)

*Co-Founder and Executive Director*

- Lead weekly meetings with Artistic Director of CBC in order to combine both artistic and financial goals
- Strategize CBC's marketing campaign for the Fall 2013 performances at Miller Theater
- Tripled audience size from 300 to 900 members through marketing initiatives including social media, creation of website and news stories
- Wrote successful grants, including the Gatsby Foundation grant for \$1,000
- Negotiated contractual agreements between CBC and various choreographers and photographers
- Budget all of CBC's performances and events since its founding in May 2012

##### Aurtemma Consulting Group (Columbia Experience Overseas)

*Consultant*

- Developed and presented a business plan and pitch to launch a Mexican take-away restaurant to a panel of entrepreneurs and business experts
- Led a six member team in conducting interview-based market research of the United Kingdom's Christian community to assess the financial potential for an all-in-one radio broadcast system within this market
- Carried out industry and competitor-positioning studies for a secluded English country house hotel looking to grow their wedding business
- Created consulting reports and PowerPoint presentations to propose two-year marketing strategies for both a secluded English country house hotel and a radio equipment manufacturer

##### New York City Ballet

*Professional Ballet Dancer*

- Joined as Apprentice and promoted to Corps de Ballet
- Performed and rehearsed numerous soloist and corps roles while touring the United States and Europe

##### San Francisco Ballet

*Pre-Professional Ballet Dancer*

- Awarded full merit scholarship to train with the San Francisco Ballet School for two years
- Performed in over one hundred concerts with the SFB, including *The Nutcracker* and *The Sleeping Beauty*

#### LEADERSHIP ACTIVITIES:

*Advisor and Dancer, The Columbia Ballet Collaborative Contributor, Anthropology Journal, Columbia University*

#### SKILLS:

**Computer:** Microsoft Office Suite and STATA  
**Language:** French (proficient)

**New York, New York**  
Expected May 2015

**San Francisco, California**  
May 2011

**New York, New York**  
May 2012 – Present

**London, England**  
June 2013 – August 2013

**New York, New York**  
September 2006 – May 2009

**San Francisco, California**  
June 2003 – August 2006

September 2012 – Present  
September 2011 – Present

## Veteran

### BRENDAN WEAVER

549 Riverside Drive, New York, NY 10025 • (212) 716-0964 • bdw102@columbia.edu

#### EDUCATION:

**Columbia University**, New York, NY

Bachelor of Arts in Political Science (GPA: 3.4/4.0) (Expected Graduation May 2014)  
*Related Coursework:* Strategy Formulation, Leadership in Organization, Constitutional Law, Presidential-Congressional Relations, Strategic Intelligence/Political Decision Making, American Political Decision Making, The American Presidency

#### EXPERIENCE:

**NBC Universal, Business Development Intern (NBC News)**, New York, NY (Fall 2012–Present)

- Develop presentations for NBC News correspondents by conducting research on business consultants providing Hostile Environment Training to journalists broadcasting from dangerous locations
- Supervise and maintain news correspondents' training schedules for Hostile Environment Training to ensure the successful completion of the instructional program
- Coordinate and manage NBC Universal's veteran affinity group events and conferences to strengthen the membership base of the organization

**The New York Times "At War" Blog, Contributor**, New York, NY (2011–Present)

- Wrote about experiences and life lessons while serving in the US Army and its role in furthering education

#### US Army, Airborne Infantry

**Squad Leader in Alpha Company, 1/69th Infantry (New York National Guard)**, New York, NY (2011–2012)

- Managed and trained a nine man infantry unit in basic military skills in preparation for possible worldwide deployment
- Instructed over 500 soldiers in media relations during unit's annual summer training

**Training Room Noncommissioned Officer in Charge**, Ft. Richardson, AK; Combat Outpost, Afghanistan (2010–2011)

- Supervised a two man team in charge of personnel and communication matters in a 90 man company
- Organized company's paperwork and records ensuring that all files were properly distributed and completed

**Charlie Troop Air-Noncommissioned Officer in Charge**, Combat Outpost, Afghanistan (2009–2010)

- Coordinated helicopter assets coming into the combat outpost to resupply unit and airlift personnel to other locations
- Assisted helicopter crews and supervised personnel in downloading all military equipment, supplies, and passengers into and out of COP/Wilderness

**Airborne Infantryman, C TRP 1-40 Cavalry (Airborne)**, Ft. Richardson, AK; Baghdad, Iraq (2006–2009)

- Deployed to Operation Iraqi Freedom from October 2007 to November 2008 as grenadier in a 20 man Scout Reconnaissance Platoon accomplishing an estimated 200 combat missions
- Served time as a Team leader in charge of two additional individuals while in Iraq

#### LEADERSHIP ACTIVITIES:

**Columbia University Military Veterans Club**, New York, NY (2012–Present)

*Vice President*

- Created and implemented the "Veteran Career Initiative" at Columbia which included three skill-building workshops, ten employer presentations with a networking component, and fifteen recruiting events

**Community Service Chair**, New York, NY (2010–2011)

- Communicated with local service organizations to develop outreach opportunities for the organization's membership
- Coordinated community service involvement including clothing drives, homeless shelter visits, and tutoring for middle school aged children from disadvantaged backgrounds

#### VOLUNTEER EXPERIENCE:

**East Bronx Futures Academy, Volunteer**, New York, NY (Summer 2010)

- Coached and prepared local teenagers for the SAT, ACT, and TACHS examinations
- Developed and taught individualized science curriculum to a group of 20 high school students

#### SKILLS AND INTERESTS:

**Skills:** Spanish fluency, Proficient in Microsoft Word, Excel, PowerPoint, Outlook  
**Interests:** Distance running, biographical and geopolitical literature, and editing Wikipedia articles

**Jane Kimball**  
1 W. 72<sup>nd</sup> Street  
New York, NY 10022  
jkimball@columbia.edu • (212) 111-1111

**EDUCATION**

**Columbia University, School of the Arts**  
M.F.A., Theater Directing, Expected 2014

**Boston University**

B.A., English Literature, cum laude, 2001

**BUSINESS EXPERIENCE****Bessemer Trust**

- Marketing Manager*, 2009–Present
- Maintain and distribute company marketing materials.
  - Create new materials with design team.
  - Manage three marketing interns.

**Oak Hill Capital Management**

*Executive Assistant to COO and Managing Director*, 2007–2009

- Performed basic administrative duties for high-level executives.
- Arranged and managed client meetings, arranged travel itineraries, and managed confidential materials.

**Boston Directors' Lab**

*Founder and Managing Artistic Director*, 2002–2007

- Founded and managed day-to-day business of publicly funded, semi-professional, nonprofit theatre company, producing six shows per year.
- Wrote grant applications, created and executed business plan, hired all guest artists, technical staff and teachers.
- Oversaw all aspects of production process for each show in the season. Created company mission statement, planned theatrical seasons, coordinated productions.

**American Repertory Theatre**

*Dramaturg / Assistant Literary Manager/ Assistant Artistic Administrator*, 2001–2002

- Performed extensive literary research for all aspects of several main stage productions.
- Worked with directors and actors in rehearsal.
- Wrote actor contracts, organized casting calls and communicated with agents and unions.

**TEACHING EXPERIENCE****Marymount Manhattan College**

*Adjunct Faculty*, 2013–Present

- Teach Elements of Directing course to theater majors.
- Teach the history of directing, and guide students through practical directing exercises and assignments.
- Grade and evaluate students based on work and participation.

**Columbia University High School Summer Theater Program**

*Teacher and Program Director*, 2012–2013

- Created and taught intensive curriculum of playwriting, directing, and acting for high school students, culminating in public performance.
- Mentored small groups of students and individuals and offered critical feedback of their work.

**SKILLS**

**Computer:** Microsoft Word, Excel, PowerPoint, Outlook, Sound Forge, Acid, Lotus Notes, QuickBooks, Final Draft, Corel Suite, Taleo; working knowledge of Dreamweaver, Quark, Bullet Proof, Adobe Photoshop and Premiere. Comfortable working on PCs or Macs.

**Languages:** Basic speaking and reading knowledge of French and Swahili.

**RICHARD LANG**

500 Riverside Drive, New York, NY 10027 • rl26@columbia.com • (212) 555-1234

**EDUCATION**

**Columbia University**, Graduate School of Arts and Sciences, New York, NY Degree Expected May 2014

**MA Mathematics of Finance**

*Relevant coursework:* Corporate Finance, Capital Markets, Research Methods

GPA 3.95/4.0

June 2010

**Universität Hamburg**, Hamburg, Germany

**MS: Program in Economics and Statistics – Fakultät Wirtschaftswissenschaften**

*Relevant coursework:* Probability, PDEs, Macroeconomics

June 2010

**London School of Economics**, London, England

**MS: in Econometrics and International Relations**

*Relevant coursework:* Long Wave Theory, Statistics, Operations Research

June 2010

**WORK EXPERIENCE****European Bank for Reconstruction and Development (EBRD)****Statistical Analyst**

EBRD Representative Office, Moscow, Russia

Monetary and Economic Department

- Contributed statistical assistance to policy notes and working papers
- Provided research assistance to the EBRD Eastern European Research Programme.

Jan 2012/July 2013

**Research Analyst**

EBRD Headquarters, London, United Kingdom

Research Support

- Provided econometric assistance for research projects.
- Compiled and processed statistics for regular publications (the Quarterly and Annual Reports).
- Performed statistical assistance to policy notes and seminars.

June 2010/Dec 2011

**Deutsche Bank AG (DB)**

DB Headquarters, Frankfurt am Main, Germany

**The DB Econometrics Internship Programme 2010**

Econometric Modeling Division

- Collaborated with team in charge of macroeconomic projections for Euro area.

Jan 2010/June 2010

**The DB Statistics Internship Programme 2009**

Financial Institutions and Markets Division

- Researched Monetary & Financial Institutions – Interest Rates: data production and review.
- Drafted assessment reports and liaised with central banks.

July 2009/Dec 2009

**TECHNICAL SKILLS**

- *Programming:* C, C++, Matlab, FAME.
- *Statistical software:* EViews, R, STATA.
- *MS Office:* Access, Excel, Visual Basic for Applications, Word.

**LANGUAGES**

- *German:* Fluent.
- *French:* Fluent reading, Proficient writing and speaking.

**SCHOLARSHIPS**

- LSE Graduate Fellowship Program 2008 – 2009.
- DAAD (Deutscher Akademischer Austausch Dienst)
- ERASMUS scholarship.

## Business (experienced/alumni)

### GREGORY M. SMITH

400 W. 90<sup>TH</sup> STREET, APT 10D • NEW YORK, NY 10069 • GS22@COLUMBIA.EDU • 646-222-3333

#### EXPERIENCE

- Huron Consulting**, New York, NY  
*Consultant (2007–Present, promotion), Senior Associate (2006, promotion), Associate (2004–2005)*  
Advised over fifty private equity and Fortune 1000 clients on the financial and strategic attractiveness of acquisition targets.
- Led teams through entire project cycle, including project sales, project-planning, interviewing of senior management at target companies, research, financial/strategic/operational analysis, financial modeling, development of strategic insights, report writing, and the delivery of findings to clients.
  - Constructed projected income statements for divestitures; evaluated impact of pricing strategies on profitability using normative distribution curves; developed and quantified marketing plans.
  - Developed internal infrastructure of group as fourth most tenured person on the team, assisted in growing team from four to 40 people; oversaw undergraduate recruiting; trained and coached junior employees including creation of 400-page training manual and led feedback sessions.
  - Advised client on the \$1.1 billion acquisition of Ascential Software.
  - Awards: Received Chairman's Volunteer Award (2007); National Tessie Award for Volunteerism (2008).

**Bain & Company**, San Francisco, CA  
*Associate Consultant*  
Advised Fortune 1000 companies on strategic and operational planning. 2003–2004

- Identified best demonstrated practices through market research, developed client presentations, and designed, implemented and monitored pilot and full-scale initiatives.
- Developed and implemented sales force and customer retention strategies with and for global air courier.
- Collaborated with team of five to advise growing coffee company on strategic branding initiatives.

#### JPMorgan

- New York, NY  
*Intern*  
Summer 2002
- Gained exposure to global bond market.
  - Developed Excel tools to facilitate research by management on technology firms.
  - Wrote selected portions of weekly research report covering sectors of bond market for upper management and clients.
  - Received offer for full-time position in equity research covering Internet companies.

#### COMMUNITY INVOLVEMENT

**Millennium Initiative**, New York, NY  
*Executive Committee Member*—Campaigned to end global poverty. 2009–Present

**Wall Street Volunteers**, New York, NY  
*Junior Advisory Board Member*—Promoted volunteerism amongst professionals in the financial sector. 2006–2008

**The Girls and Boys Town**, Brooklyn, NY  
*Volunteer*—Organized and managed annual 100-person picnic and child mentor program; obtained sponsorship from KPMG LLP and Gap, Inc., and recruited volunteers. 2004–2006

#### EDUCATION

**Columbia University**, New York, NY  
Master of Arts in Statistics  
*Activities*: Member, Statistics Society (2009–2010) 2010

**University of Pennsylvania**, Philadelphia, PA  
Bachelor of Arts in Economics: Minor in History; GPA: 3.7/4.0  
*Honors*: Cum Laude; Phi Eta Sigma; Golden Key Honors Society; National Society of Collegiate Scholars  
*Activities*: President (2002) Delta Phi Delta fraternity; Member varsity swim team (1999–2000) 2003

## Career Changer (experienced/alumni)

### AMY M. ROBINS

123 Broadway, Apt. 4 • New York, NY • 212-555-1212 • amyrobins@gmail.com

#### CAREER PROFILE

Communications professional with non-profit, international, and editorial experience seeking to contribute skills in a grant writing position with an organization focusing on the environment. Strengths include writing, editing and researching for a variety of purposes, including all phases of the grant application process. Recognized for organization, collaboration, and ability to work under pressure in a fast-paced environment.

#### NON-PROFIT AND GRANT WRITING EXPERIENCE

- REFUGEE & IMMIGRANT FUND**, Queens, NY, August 2009–Present  
*Volunteer*
- Collaborated with the founder on two grant applications to highlight the non-profit's mission, goals, and funding requirements, resulting in awards of \$25,000 used to fund two new programs.
  - Edit grant proposals and templates by reorganizing information, rewriting success stories, copyediting sentences for clarity, and proofreading for errors.
  - Adapt proposal templates to send to specific foundations and edit letters of interest, as needed.
  - Mentor a teenage refugee from Mali, sharing information about New York transportation, landmarks, and conversational English.

#### BROOKLYN ACADEMY OF MUSIC (BAM)

- Brooklyn, NY, May–December 2007  
*Part-Time Assistant to the Community Affairs Manager*
- Developed marketing strategies to attract audiences for dance, opera, theatre, and music performances; attendance increased by 25%. Duties included drafting advertising mailings, budgeting funds, establishing partnerships with community business owners, and building the database of local arts enthusiasts.
  - Organized free screenings of classic films for more than 1,000 New York senior citizens by assembling mailings, phoning nursing homes, maintaining RSVP lists, and personally greeting guests.
  - Researched and budgeted resources for activities and décor at a Halloween block party for 200 guests.

#### WRITING AND RESEARCH EXPERIENCE

- NEWSWEEK BUDGET TRAVEL**, New York, NY, May 2009–Present  
*Assistant Research Editor, Arthur Frommer's Budget Travel*
- Pitch and write stories on deadline for monthly magazine about international and domestic travel.
  - Write up to three blog posts per month for BudgetTravel.com, a Webby-nominated site.
  - Maintain perfect record confirming the accuracy of one third of every issue, meeting tight deadlines.

#### FORBES

- New York, NY, July 2008–May 2009  
*Editorial Assistant, ForbesLife Executive Woman (now ForbesWoman)*
- Researched, pitched, and wrote articles ranging from 500 to 1,000 words.
  - Fact-checked half of the magazine, meeting tight deadlines with 100% accuracy.
  - Managed writer contracts, acting as the liaison between writers and the legal and accounting departments.

#### TIME OUT NEW YORK

- New York, NY, February 2008–December 2009  
*Freelance Writer*
- Pitched and wrote articles about New York City events and trends on weekly deadlines.
  - Researched local arts, new destinations, and events for upcoming articles and web features.

#### EDUCATION

**COLUMBIA UNIVERSITY**, New York, NY  
BA in English and Comparative Literature, May 2008  
• Magna Cum Laude, GPA: 3.96, Dean's List (2004–2008), Golden Key Honor Society (top 15% of class).  
• Fall semester abroad studying theater at the British American Drama Academy in London, England.

#### TEACHING PROJECTS ABROAD

- St. Louis, Senegal, June 2008
- Improved French language skills with 60 hours of one-on-one training.
  - Provided hygienic care and served meals at a shelter for neglected Qurbanic students five days per week.

#### ADDITIONAL SKILLS

High level of competency with Microsoft Office (Word, Excel, PowerPoint, Outlook). Proficient in French.