

# A RESUME'S DEVELOPMENT FROM FIRST YEAR THROUGH SENIOR YEAR

## **Late High School/Early-College Resume (First and Sophomore Years)**

Your early college resume reflects your exploration and involvement in a variety of career readiness experiences from both high school and college. These experiences may include part-time employment, campus organization involvement, athletics participation, leadership and volunteer experience, relevant coursework, and notable projects and assignments.

## **Mid-College Resume (Sophomore and Junior Years)**

As you emerge from these formative and influential experiences, your resume begins to take focus, reflecting a deepening professional knowledge and skill set. Typically, these resumes include project-specific involvement in campus organizations and activities as well as industry-relevant employment and job simulations/shadowing.

## **Late-College/Post-Graduation Resume (Junior and Senior Years, Recent Graduation)**

Ultimately, your educational journey advances to a point where you are ready to offer a professional, targeted resume that fits the jobs you are applying to. This resume summarizes significant accomplishments from internships, co-ops, industry-relevant employment, and leadership involvement—contributions that demonstrate readiness to serve in a full-time, post-graduate position.

# EXAMPLE OF A FIRST-YEAR RESUME

Inclusion of high school education and academic honors is a common and recommended practice.

Inclusion of service and manual labor jobs such as retail, food service, and landscaping are expected for new students just starting college.

Some combination of new college activity involvement (campus organizations, athletics, community service) and previous high school activities is good practice.

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<b>EDUCATION</b>	
<b>University of Massachusetts Amherst Isenberg School of Management</b>	Amherst, MA
<i>Bachelor of Business Administration in Management</i>	May 20XX
<ul style="list-style-type: none"><li>G.P.A: 3.72; Dean's List; John &amp; Abigail Adams Scholarship</li><li>Isenberg Fellows RAP (Residential Academic Program)</li></ul>	
<b>Hingham High School</b>	Hingham, MA
<i>High School Diploma, graduated with high honors</i>	May 20XX
<ul style="list-style-type: none"><li>GPA 4.39; National Honor Society Member</li></ul>	
<b>EXPERIENCE</b>	
<b>Nantasket Sweets by Swedes</b>	Hull, MA
<i>Nstantant Store Manager</i>	February - August 20XX
<ul style="list-style-type: none"><li>Welcomed hundreds of diverse customers daily to brand new Swedish candy shop in a popular tourist beach town and knowledgeably answered questions about their unique candy</li><li>Independently managed store for 6+ hour periods, leading to ~\$500 in candy sales per shift; trained 3 new staff members to professionally represent brand new small business</li><li>Researched and designed attractive 2x monthly merchandising displays to attract 200+ customers daily</li></ul>	
<b>Lil Duke's Ice Cream Shoppe</b>	Hull, MA
<i>Ice Cream Scooper</i>	Summer 20XX
<ul style="list-style-type: none"><li>Greeted ~150 customers daily at busy ice cream shop at a popular tourist boardwalk</li><li>Managed timely and efficient scooping of ice cream for ~250 orders per day</li></ul>	
<b>EXTRACURRICULAR EXPERIENCE</b>	
<b>Isenberg Senior Gift Committee</b>	Amherst, MA
<i>Active Member</i>	September 20XX - Present
<ul style="list-style-type: none"><li>Collected ~\$1,500 in 2 weeks of tabling; achieved highest number of donations during my individual shifts</li><li>Cultivated 500+ donors by educating senior Isenberg students about importance of philanthropy and strategized innovative events to increase the percentage of senior class that donates</li></ul>	
<b>University of Massachusetts Amherst</b>	Amherst, MA
<i>Campus Tour Guide, Office of Admissions</i>	December 20XX - Present
<ul style="list-style-type: none"><li>Lead groups of 50+ prospective students and parents through information sessions and walking tours of university; serve as school representative and visitors' first point of contact</li><li>Navigate questions regarding sensitive topics, successfully de-escalate conversations as needed, and cultivate inclusive group dynamics with visitors from diverse backgrounds</li></ul>	
<b>Hingham High School Rowing Association</b>	Amherst, MA
<i>Team Member</i>	September 20XX - May 20XX
<ul style="list-style-type: none"><li>Dedicated to 12 seasons of competitive varsity rowing, traveling weekly for regattas across New England and leading 1st varsity boat as stroke seat to six 1st-place finishes</li><li>Pivoted to coxswain senior year; maneuvered 60-foot boat and decided on strategic calls to motivate and lead 8-person boat to three 1<sup>st</sup> place finishes, the team's only victories of the season</li></ul>	
<b>SKILLS</b>	
<i>Computer:</i> Microsoft Excel, Word, PowerPoint	
<i>Language:</i> Conversational proficiency in Spanish	

# EXAMPLE OF A SOPHOMORE RESUME

**Ilana Mizrahi**

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## EDUCATION

**University of Massachusetts Amherst, Commonwealth Honors College** Amherst, MA

**Isenberg School of Management**

*Bachelor of Business Administration in Operations & Information Management*

*Candidate, May 20XX*

- Cumulative GPA: 3.83 | Dean's List All Semesters

## Relevant Coursework

### Introduction to Business Information Systems

- Earned Isenberg's Excel Advanced User Badge with score of 95% in hands-on MS Excel activity that mirrors the Microsoft Excel exam: MO - 210: Microsoft Excel
- Analyzed use of information technology in business and drew inferences on decision making for management, including case studies on Netflix and Google

## EXPERIENCE

**University of Massachusetts, Amherst**

Amherst, MA

*Campus Tour Guide, Office of Admissions*

*December 20XX - Present*

- Lead groups of 50+ prospective students and parents through information sessions and walking tours of university; serve as school representative and visitors' first point of contact
- Navigate questions regarding sensitive topics, successfully de-escalate conversations as needed, and cultivate inclusive group dynamics with visitors from diverse backgrounds

### Wellness Workdays

Hingham, MA

*Corporate Intern*

*May - August 20XX*

- Created Excel database of 3000 internship rotation locations for trend-setting dietetic internship to help interns identify locations to complete field experiences
- Created map pinpointing intern locations across U.S. to illustrate their widespread placement

### Nantasket Sweets by Swedes

Hull, MA

*Assistant Store Manager*

*February - August 20XX*

- Welcomed hundreds of diverse customers daily to brand new Swedish candy shop in popular tourist beach town and knowledgeably answered questions about their unique candy
- Independently managed store for 6+ hour periods, leading to ~\$500 in candy sales per shift; trained 3 new staff members to professionally represent brand new small business
- Researched and designed attractive 2x monthly merchandising displays to attract 200+ customers daily

## LEADERSHIP AND ACTIVITIES

### Isenberg Undergraduate Consulting Group

Amherst, MA

*Project Analyst*

*December 20XX - Present*

- Selected for group with 7% acceptance rate on par with Harvard and UPenn consulting
- Researched key drivers, catalysts, and threats to energy drink industry to create hour-long PowerPoint presentation and 16-page industry report for publication
- Performed DCF analysis and qualitative research into energy drink firm and generated robust equity report
- Solved 10+ MBA case studies throughout first semester to develop business intuition and analytical skills; excelled in club's rigorous development program to be staffed on projects for Fortune 50 clients

### Isenberg Senior Gift Committee

Amherst, MA

*Executive Committee Member*

*August 20XX - Present*

- Collected over \$24,000 in funds for the senior class gift by engaging with 500+ undergraduate students and faculty, regularly winning competitions among all 20 committee members for most donations and highest funds raised
- Achieved 74% participation rate among Isenberg senior students by the end of the 2022 fundraising period

## SKILLS & CERTIFICATIONS

*Computer:* Microsoft (Excel, PowerPoint, Word)

*Certification:* Isenberg's Excel Advanced User Badge

*Language:* Spanish (conversational), Hebrew (beginner)

Removal of high school education and inclusion of college-level academic coursework signals employability and skill development with bulleted accomplishment statements.

Inclusion of one pre-college employment experience continues, in addition to new college work experience and summer corporate internship.

Section title changes from Extracurricular Activities to Leadership and Activities to shift emphasis to growing leadership involvement.

New leadership role with business club replaces both club from previous year and high school activity.

New role with organization student joined previous year reflects continued growth and accomplishments.

Student has added new, introductory-level language following overseas internship placement.

# EXAMPLE OF A JUNIOR RESUME

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## EDUCATION

**University of Massachusetts Amherst, Commonwealth Honors College**  
**Isenberg School of Management**

Amherst, MA

*Bachelor of Business Administration in Operations & Information Management*

*Candidate, May 20XX*

- Cumulative GPA: 3.92 Dean's List All Semesters

## Relevant Coursework

### Introduction to Business Information Systems

- Earned the Excel Advanced User Badge with score of 93% in hands-on MS Excel activity that mirrors the Microsoft Excel exam: MO - 210: Microsoft Excel
- Analyzed use of information technology in business and drew inferences on decision making for management, including case studies on Netflix and Google

### Business Data Analysis

- Solved weekly real-world problems by analyzing statistical information from large populations
- Practiced techniques for designing and conducting A/B tests to evaluate the impact of changes to business problems

## EXPERIENCE

### Ministry of Jerusalem and Heritage, State of Israel

Jerusalem, Israel

*Economic Development and Research Intern*

*June - August 20XX*

- Researched startup, high-tech, venture capital, and employment sectors of East Jerusalem to inform 5-year, \$1.26B economic development plan for city
- Engaged in discussions with Israeli Ministry officials, Venture Capital partners, and Palestinian founders to investigate stakeholder perspectives and strategize recommendations and budget allocation decisions
- Analyzed employment and economic data from across Jerusalem to construct 20+ graphs using Excel for official ministry publication to support budget recommendations for finalized 2023 plan

### Isenberg Undergraduate Consulting Group

Amherst, MA

*Senior Advisor*

*September 20XX - Present*

- Report directly to Project Manager in management of 4-analyst team and ensure proper, consistent communication with startup client in the Venture Capital and Sport Management industry
- Aggregate research on 3 key players in Venture Capital industry and the financial landscape of startup financing
- Solved 10+ MBA case studies throughout first semester to develop business intuition and analytical skills

*Project Analyst*

*December 20XX - May 20XX*

- Selected for group with 7% acceptance rate on par with Harvard and UPenn consulting
- Researched key drivers, catalysts, and threats to energy drink industry to create hour-long PowerPoint presentation and 16-page industry report for publication
- Performed DCF analysis and qualitative research into energy drink firm and generated robust equity report

## LEADERSHIP AND ACTIVITIES

### Maroon Venture Partners Fund

Amherst, MA

*Student Advisory Board Member*

*September 20XX - Present*

- Perform due diligence on investment opportunities for \$5.9M fund that invests in UMass-related startups
- Engage with advisory board and 8 portfolio companies to create investment pitch for new 2023 fund

### Isenberg Senior Gift Committee

Amherst, MA

*Executive Board Member*

*August 20XX - Present*

- Collected over \$24,000 in funds for the senior class gift by engaging with 500+ undergraduate students and faculty, regularly winning competitions among all 20 committee members for most donations and highest funds raised
- Achieved 74% participation rate among Isenberg senior students by the end of the 2022 fundraising period

## SKILLS & CERTIFICATIONS

*Computer:* Microsoft (Excel, PowerPoint, Word); SQL, Tableau, SAP Business Objects Analysis

*Certification:* Isenberg's Excel Advanced User Badge

*Language:* Spanish (conversational), Hebrew (conversational)

Student has added a second relevant coursework entry with accomplishment statements to bolster emerging competency in business analytics and information systems.

Addition of summer internship demonstrates real-world experience in venture capital.

With addition of leadership position (promotion), club moves from Leadership and Activities section to Experience section, as the student has a budding interest in consulting and related roles supporting business service.

New involvement in campus organization is highly relevant to student's professional interest in venture capital industry.

Continued inclusion of organization joined during first year demonstrates student's dedication and engagement.

# EXAMPLE OF A SENIOR RESUME

Student has removed IS coursework and related accomplishments, as subsequent sections now provide ample evidence of this experience through industry involvement and technical and strategic skill application.

New industry-focused section signals student's readiness for entry-level, full-time work, and includes professional experience (previous and new) relevant to student's specific career goal.

Previous Leadership and Activities section is renamed to support transition from school to workforce, and to reflect the complementary professional competencies student has gained through IUCG involvement.

Promotion within organization is added and previous role removed.

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## EDUCATION

**University of Massachusetts Amherst, Commonwealth Honors College**

Amherst, MA

**Isenberg School of Management**

*Bachelor of Business Administration in Operations & Information Management*

*Candidate, May 20XX*

- Cumulative GPA: 3.94; Dean's List All Semesters

## Relevant Coursework

### Business Data Analysis

- Solved weekly real-world problems by analyzing statistical information from large populations
- Practiced techniques for designing and conducting A/B tests to evaluate the impact of changes to business problems

## VENTURE CAPITAL EXPERIENCE

### Maroon Venture Partners Fund

Amherst, MA

*Advisory Board Member*

*September 20XX - Present*

- Perform due diligence on investment opportunities for \$5.9M fund that invests in UMass-related startups
- Engage with advisory board and 8 portfolio companies to create investment pitch for new 2023 fund

### MizMaa Ventures

Tel Aviv, Israel

*Investment Analyst Intern*

*June - August 20XX*

- Sourced and recommended 5+ investment opportunities in pharmaceutical vertical based on meetings with founders and deep analysis of market
- Developed 10-page analytical thesis for publication on behalf of MizMaa to demonstrate market awareness of AI trends in the pharmaceutical industry

### Ministry of Jerusalem and Heritage, State of Israel

Jerusalem, Israel

*Economic Development and Research Intern*

*June - August 20XX*

- Researched startup, high-tech, venture capital, and employment sectors of East Jerusalem to inform 5-year, \$1.26B economic development plan for city
- Engaged in discussions with Israeli Ministry officials, Venture Capital partners, and Palestinian founders to investigate stakeholder perspectives and strategize recommendations and budget allocation decisions
- Analyzed employment and economic data from across Jerusalem to construct 20+ graphs using Excel for official ministry publication to support budget recommendations for finalized 2023 plan

## RELATED EXPERIENCE

### Isenberg Undergraduate Consulting Group

Amherst, MA

*Project Manager*

*September - May 20XX*

- Enhance interview and career preparation for liberal arts majors to increase average UMass alumni salaries and number of employed alumni
- Utilize SAP project management software to coordinate completion of deliverables, including conducting 30+ expert interviews, completing in-depth literature review, and collecting data to test hypotheses
- Lead team of 3 project analysts through 3x weekly meetings to support their professional development as consultants and as problem-solvers

*Senior Advisor*

*September 20XX - Present*

- Reported directly to Project Manager in management of 4-analyst team and ensured proper, consistent communication with startup client in the Venture Capital and Sports Management industry
- Aggregated research on 3 key players in Venture Capital industry and the financial landscape of startup financing
- Solved 10+ MBA case studies throughout first semester to develop business intuition and analytical skills

## SKILLS & CERTIFICATIONS

*Computer:* Microsoft (Excel, PowerPoint, Word); SQL, Tableau, SAP Business Objects Analysis

*Certification:* Isenberg's Excel Advanced User Badge

*Language:* Spanish (conversational), Hebrew (conversational)

Note emphasis on technical skill application in various accomplishment statements to provide evidence of level and effective execution.