



◀ Think about how your skills are transferable to a new environment and keep this in mind as you write

\_\_\_\_\_ : Begin with the most recent degree you are pursuing or have earned. Include institution, city and state, degree you will earn, major(s) and minor(s), and month and year of completion. List any additional degrees in reverse chronological order. Study abroad and other summer or academic programs may also be listed in this section. Transfer students who attended another institution for more than one year may also list that institution on their resumes. Dual degree students should list both institutions.

Maryville University, *St. Louis, MO*  
Bachelor of Science in Actuarial Science, May 2018  
Relevant Coursework: Insurance and Risk; Risk Theory

\_\_\_\_\_ : List honors, awards and/or activities in a separate section or as a heading under the education section.

\_\_\_\_\_ includes work, internship, leadership, research, and volunteer experiences. Employers consider experience, paid or unpaid, an integral part of your resume. Highlight your accomplishments and skills related to each specific experience. As your resume expands, you may break your experience into different sections (e.g., teaching experience, clinical experience). \_\_\_\_\_ : Indicate your knowledge of technical, international language, research, computer (software, hardware, platforms, programming languages, operating systems, applications), and other specialized skills. Be accurate and explain your knowledge or proficiency level by using appropriate wording to describe your ability (fluent, proficient, or basic knowledge).

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Academic Honors

Achievements itie

Areas of Expertise

Awards

Campus Involvement

Certifications (or Licenses)

Civic Engagement

Committee Assignments

Community Service

Computer Literacy

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To obtain a position in the area of business that will utilize my skills, education and experience as well as enhance my professional growth.

*Bachelor of Arts, Business Administration*

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St. Louis, MO  
Month 20xx  
Fall 20xx & Spring 20xx

- < Proven track record of providing excellent client service
- < Proficient in Microsoft Office Suite, Peachtree, and Windows Operating System
- < Strong oral, written and interpersonal communication skills

St. Louis, MO  
September 20xx-Present

- < Consult with clients to obtain information for loan applications
- < Provide excellent customer service, answer questions and address client concerns regarding the loan process
- < Assist new employees with creating bills and setting up loans
- < Review loan agreements for completion and accuracy according to policy
- < Maintain accurate and up-to-date knowledge of new and existing products, financial services, rates, and loans

St. Louis, MO  
July 20xx-May 20xx

- < Assisted customers with merchandise selections
- < Generated and logged daily sales reports
- < Provided excellent customer service to all shoppers
- < Managed, tagged and organized inventory on sales floor

St. Louis, MO  
August 20xx-March 20xx

- < Typed memos, general correspondence and other documents
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To obtain an internship

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- < Experience in marketing research; familiar with financial principles
- < Detail-oriented with administrative skills commonly needed in an office environment
- < Self-assured when delivering presentations
- < Developed new distribution outlets for a special marketing project
- < Increased revenue by 30% through marketing research and promotion
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< : Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to

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Each resume you send to an employer should be accompanied by a cover letter. A cover letter is your opportunity to create a personal statement to the employer about why you would be a good fit for a particular position. Letters must be individually typed, focused on what you can offer an employer (instead of what you think you should be receiving from your future employer) and addressed, when possible, to the correct hiring party.

*Explain who you are, state why you are writing, and state why you think the employer is a great/good fit.*

I am writing to express interest in the [position title] opportunity as posted on [source]. Your company is great because [blank]; your [blank] is especially impressive. My background/experience in [blank] makes me an excellent candidate for the position.

*Prove why your experience and/or education qualifies you for the position. Go in depth to tell a story of growth or*