Undergraduate Resume and Cover Letter Examples

WISCONSIN
SCHOOL OF BUSINESS

PRE-BUSINESS RESUMES

Bucky Badger

bbadger@wisc.edu

(608) 555-9048

269 N. Pickney Street

Madison, WI 53703

EDUCATION	**University of Wisconsin-Madison** Madison, WI Bachelor of Business Administration degree, May 2016 Major: Management and Human Resources, Overall GPA: 3.55/4.0 Dean's List
ACTIVITIES	**Sigma Iota Epsilon, Honorary Professional Management Fraternity** *(09/12-Present)* *Community Service Committee Member (10/12-Present)* • Organize cooking and lawn care activities at the Ronald McDonald House • Assist Vice President with coordinating the third annual Charity Olympics • Hosted guest speaker from CUNA Mutual Group and led tour of Grainger Hall **Student United Way** *Volunteer Chair (09/12-Present)* • Coordinate four volunteer opportunities per semester for 75 student participants • Collaborate with United Way of Dane County volunteer representatives to choose volunteer activities that best fit with the student and organization schedules • Volunteer with the Special Olympics, YMCA, and Ronald McDonald House
EXPERIENCE	**Gordon Commons** Madison, WI *Cashier/Cook/Server (08/12-Present)* • Collaborate with team of 50 employees to complete customer food orders in timely manner • Undergo extensive training program to develop skills of multiple positions within the commons • Prioritize schedule to accommodate working 15 hours per week **Pier 64 Steak and Seafood Restaurant** Monona, WI *Waitress (05/08-08/11)* • Provided patrons with a positive dining experience; answered questions and anticipated needs • Facilitated monetary transactions and processed accounts valued at $2,500 per shift • Closed restaurant nightly **Euro RSCG Worldwide** Paris, France *Assistant (05/05-08/07)* • Engaged international clients to inform them of agency services • Stored and filed potential bids on marketing contracts using Access
GLOBAL PROFILE	Fluent in French Lived in Paris, France for three years (2005-2007)

(More pre-business resumes are available at: http://bus.wisc.edu/bba/admissions/apply)

Edward B. Van Vleck

(608) 555-8442 • ebvanvleck@wisc.edu
7401 Riverside Road, #6 • Madison, WI 53706

EDUCATION

University of Wisconsin-Madison
Madison, WI
Bachelor of Business Administration degree
May 2016
Double Major: Marketing; Finance, Investment and Banking
Overall GPA: 3.05/4.0

EXPERIENCE

University of Wisconsin-Madison, Union South Visitor and Information Programs
Madison, WI
Information Guide
August 2012-Present
- Provide accurate information to 100 visitors and guests on campus at Union South daily
- Update daily, weekly and monthly calendars to accommodate special events
- Coordinated team building activities during initial training of 30 Information Guides

Panera Bread
Port Edwards, WI
Shift Manager
August 2009-August 2012
- Coordinated staff duties including scheduling and employee performance tracking
- Managed and recorded cash, check and credit card transactions valued at $1,000 daily
- Provided exceptional customer service to loyal patrons

ACTIVITIES

Ignite the Potential, Wisconsin School of Business
Student Participant
March 2012
- Networked with professionals, Wisconsin BBA faculty, and other pre-business students to gain knowledge about the BBA experience and leadership in business
- Learned transferable skills such as developing professional business acumen and preparing for company recruiting processes through participation in break-out sessions held by General Mills, Accenture, and Kohl's Department Stores

CEO Training Camp, Wisconsin School of Business
Camp Graduate
February 2012
- Gained insight into becoming a successful business student, selecting a major, and landing an internship
- Engaged with various students and staff members resulting in the development of a personal action plan

Wisconsin Welcome, Wisconsin School of Business
Student Participant
September 2011
- Participated as mentee in cluster of 10-15 students; learned about Grainger Hall, business school majors, and the WSoB application process
- Built relationships with current business students, faculty, and staff

Admissions 101, UW Intramural Basketball

(More pre-business resumes are available at: http://bus.wisc.edu/bba/admissions/apply)

INTERN
RESUMES

BUCKY BADGER

(608) 555-1980 • *BBADGER@WISC.EDU*
CURRENT ADDRESS: 533 W. WASHINGTON AVENUE, #3 • MADISON, WI 53703
PERMANENT ADDRESS: 2406 SE LAKE VICTORIA CIRCLE • ALEXANDRIA, MN 56308

EDUCATION	**University of Wisconsin-Madison** Madison, WI Bachelor of Business Administration degree, May 2014 Major: Marketing, Overall GPA: 3.47/4.0 Dean's List (two semesters)

EXPERIENCE

Associated Bank Middleton, WI
Teller Supervisor (09/12-Present)
- Lead and manage a staff of seven tellers
- Handle up to $9,000 in cash per day
- Process deposits, withdrawals, loan payments and tax payments
- Explain benefits of new products and services to customers
- Refer customers to qualified bankers and investors using in-depth knowledge of products and services

United States Olympic Committee Colorado Springs, CO
Olympic Alumni Relations Intern (05/12-08/12)
- Coordinated production of *The Olympian* magazine's Summer 2012 issue with circulation to 6,000 Olympians and the U.S. Olympic Committee
- Wrote athlete bios and 80% of the articles and news briefs featured in *The Olympian*
- Arranged Olympian speaking engagements for youth camps and media
- Developed a training manual for future Alumni Relations interns

Sophomore Shadow Program - **General Mills, Inc.** Golden Valley, MN (01/12)
- Toured company headquarters and learned about organization's goals and culture
- Gained familiarity with process of integrating and developing marketing promotions
- Participated in a business case competition; determined ideas for future marketing techniques with group of three other students

ACTIVITIES

Tangled Up In Blue: Women's A Cappella (09/11-Present)
Vocalist (09/11-Present)
- Rehearse 6-10 hours per week and participate in weekend community performances
- Featured soloist on CD entitled *The Mixtape*, released April 2012

Marketing Director (12/10-08/11 and 02/12-10/12)
- Coordinated CD distribution and maintained relationships with buyers
- Promoted concerts via print and online advertising resulting in an increase in attendance by 30%; designed concert program

Mu Kappa Tau, Professional Honorary Marketing Society (09/11-Present)

INTERESTS

Enjoy singing, dancing, and playing piano

Frederic A. Ogg

(608) 555-8442 • fraogg@wisc.edu
7401 Riverside Road, #6 • Madison, WI 53706

EDUCATION

University of Wisconsin-Madison   Madison, WI
Candidate for Master of Accountancy degree   May 2016
Bachelor of Business Administration degree   May 2015
Major: Accounting; Overall GPA: 3.39/4.0
Graduating with 150 credits

Indiana University   Bloomington, IN
General Studies   September 2010-December 2010

EXPERIENCE

Capitol Centre Apartments   Madison, WI
Office Assistant   October 2012-Present
- Enter tenant payments into Yardi, an accounts receivable program
- Code and process 50+ invoices
- Maintain three phone lines and respond to email inquiries with excellent customer service
- Lead tours of apartment complex for potential tenants

Starbucks   Minneapolis, MN
Barista   June 2011-August 2012
- Manage cash register, handling $500+ per shift in cash and credit transactions
- Deliver friendly and efficient customer service environment according to corporate standards
- Provide customers with well-maintained and organized café

ACTIVITIES

Volunteer Income Tax Assistance (VITA)
Volunteer Tax Preparer   January 2011-Present
- Prepare tax returns for low-income individuals
- Developed understanding of common income tax reporting forms; passed IRS certification test

Alpha Kappa Psi, Professional Business Fraternity   January 2011-Present
Pledge Trainer   September 2011-May 2012
- Planned and coordinated 12 events and 20 meetings over course of academic year
- Recruited 50 new members and taught organizational procedure and culture to pledges
Fundraising Chair   September 2011-May 2012
- Organized capital campaigns of over $5,000
- Coordinated large-scale fundraising event exceeding 600 guests; earned $1,800 for charity and the organization
- Led 25-member committee and delegated tasks for various fundraising events including alumni weekend

SKILLS

Proficient in Microsoft Word, Excel, PowerPoint; Exposure to Peachtree Accounting software
Fluent in Spanish

INTERESTS

Playing tennis, soccer, painting and winter camping

FULL-TIME RESUMES

Simona Chazen

322 W. Dayton Street, Apt. 223   555-226-8624
Madison, WI 53703   schazen@wisc.edu

EDUCATION

University of Wisconsin-Madison Madison, WI
Bachelor of Business Administration degree, May 2013
Major: Real Estate and Urban Land Economics
Cumulative GPA: 3.48/4.0; Major GPA: 3.82/4.0

EXPERIENCE

Bank of America Merrill Lynch Charlotte, NC
Summer Analyst-Global Corporate Real Estate, June 2012-August 2012
- Participated actively in managing global real estate portfolio of over 124 million square feet
- Developed comparative metrics to rank partner performance (CBRE, JLL, Cushman, and Wakefield)
- Collaborated with CoreNet Global to benchmark real estate costs against competitors
- Cut property management expenses to drive revenue and maximize dollar efficiency
- Utilized proformas and general services agreements to analyze property management performance

Kohl's Corporation Menomonee Falls, WI
Real Estate Intern, May 2011-August 2011
- Presented prospective store site to entire department as part of the REEC approval process
- Compiled potential outlot and expansion areas that could be sold to other retailers
- Drafted letter of intent forms for new store purchases, leases, and outlot sale opportunities
- Contacted brokers regarding comparable sales for sites and potential opportunities
- Attended numerous lease negotiations with legal department and opposite parties

Willow Hill Golf Academy Glenview, IL
Lead Coach and Office Manager, May 2010-August 2010
- Led advertising/promotional campaigns generating over $15,000 in revenue
- Instructed over 200 students per summer on proper golf techniques and etiquette
- Tracked revenue and processed payroll in Excel

ACTIVITIES

Real Estate Club September 2011-Present
- Participated in club trip to Los Angeles and toured retail, office, and residential spaces with alumni
- Attend presentations by industry speakers who share experiences and provide company information

Wisconsin Real Estate Alumni Association September 2011-Present
- Awarded the 2012 WREAA Undergraduate Scholarship
- Attended 2011 WREAA New Foundations Biennial Wisconsin Real Estate Conference
- Attend alumni speaker events to learn about industry and network with professionals

TECHNICAL SKILLS

- Extensive competency with ARGUS and discounted cash flow modeling of real estate investments
- Advanced proficiency in MS Excel, completed three courses from UW-Madison Department of IT
- Skilled with Microsoft Office programs, real estate proformas, and amortization schedules

John Bascom

jbascom@wisc.edu • 414.555.4455

Current Address	**Permanent Address**
335 State Street, Apt. #4	3044 Jewel Lane
Madison, WI 53703	Milwaukee, WI 53204

EDUCATION

University of Wisconsin-Madison   Madison, WI
Bachelor of Business Administration degree   May 2013
Double Major: Actuarial Science; Risk Management and Insurance; Overall GPA: 3.63/4.0

EXAMS

Passed Exams P, FM, and C
Sitting for Exam MLC, November 2012; Sitting for Exam MFE, May 2013

VEE COURSES

Completed courses in Applied Statistical Methods, Corporate Finance and Economics

EXPERIENCE

Towers Watson   Chicago, IL
Actuarial Intern, Retirement Line of Business   (May 2012-August 2012)
- Furthered knowledge of pension plan risk using coding to extract needed data for special project and communicated data limitations to client team
- Worked with two interns to present sample valuation results and applicable recent legislation
- Expanded upon comprehension of funding and expense concepts and their application
- Built understanding of defined contribution plan design trends through survey research
- Developed and recommended breakthrough design of materials at client presentation

Milliman, Inc.   Brookfield, WI
Actuarial Intern, Property/Casualty Department   (May 2011-August 2011)
- Evaluated reinsurance performance metrics data to create executive summaries for clients
- Formulated and checked proposals for new client services and contributed to quarterly reports
- Researched GAAP guidelines for calculating premium deficiencies and advised clients
- Composed article about the impact of SFAS 163 on financial guarantee insurance

Fortis Health Insurance   Milwaukee, WI
Actuarial Intern, Health Service Actuarial   (June 2010-August 2010)
- Analyzed medical procedure costs in different geographic markets
- Researched average wholesale prices of pharmaceuticals
- Grouped medical procedure codes for use as risk predictor; analyzed loss ratios by insured group size and age

ACTIVITIES

Actuarial Club   (January 2010-Present)
Vice President   (September 2012-Present)
- Plan agenda and facilitate club meetings each week
- Coordinate five speakers and social events per semester
- Tutor fellow club members on Exam P material

Treasurer   (September 2011-May 2012)
- Managed budget of $5,000; paid all bills associated with the club

Madtown Ballroom Dance Team   (September 2011-Present)
Captain   (January 2012-Present)
- Manage 12 members on the leadership board and run weekly meetings; train new leaders on their responsibilities
- Inform nearly 300 interested students about club news and events
- Teach weekly beginner lessons and allocate team practices; seek performance opportunities

INTERESTS

Enjoy playing guitar, reading literature, and snowboarding

SKILLS

Proficient in Microsoft Excel; Experienced in Microsoft Word and PowerPoint, C++, Visual Basic, SAS, and Java

Theodore Kronshage

409 West Gorham Street, #1006 • Madison, WI 53703 • (847) 555-5884 • tkronshage@wisc.edu

EDUCATION
University of Wisconsin-Madison Madison, WI
Bachelor of Business Administration degree, May 2013
Major: Finance, Investment and Banking; Overall GPA: 3.85/4.0

Universitat Pompeu Fabra Barcelona, Spain
Study Abroad Program, Council on International Educational Exchange (CIEE); Spring Semester 2011

HONORS
Dean's List (6 semesters), Greek Scholar of the Year; College of Letters and Science Honors Program;
Kopp Family Foundation Scholarship, PIKE University Garnet Level Certification

EXPERIENCE
Wisconsin School of Business Madison, WI (04/10 – Present)
Program Office Assistant, BBA Advising Center (06/11 – Present)
- Schedule appointments and prepare students' academic information for advising staff
- Attend to students at the front desk and assist them with a broad range of academic questions
- Answer e-mails and screen phone calls for eight-person office

Peer Advisor, BBA Advising Center (04/10 – 08/10; 05/11 – 08/11)
- Played a central role in creating, developing and implementing a student orientation program for incoming UW-Madison students interested in business
- Delivered presentations to over 300 students during student orientation
- Advised a broad range of students on selecting courses and explaining university's 100+ majors

Ameriprise Financial Minneapolis, MN
Finance Intern (05/12 – 08/12)
- Performed pre-install testing of accounting functionality for a new annuity product
- Analyzed system accounting for specific transactions to research and identify causes of imbalances
- Developed reports to communicate system defects and make recommendations for improvement
- Gained knowledge of Excel and Access while manipulating and summarizing large amounts of data
- Worked closely with six interns on a cross-functional team to develop a brand marketing strategy

International Association of Industrial Accident Boards and Commissions Madison, WI
Accounting Intern (01/11 – 05/11)
- Recorded and analyzed daily accounting transactions using QuickBooks
- Maintained schedules of accruals using Excel and adjusted entries accordingly
- Organized and prepared documentation to perform monthly bank reconciliations with CPA
- Compiled monthly financial statements and prepared financial reports for year-end audit using Excel

Golden Valley Country Club Golden Valley, MN
Head Lifeguard (05/10 – 08/10); *Lifeguard* (08/09 – 04/09)
- Managed eight lifeguards and delegated responsibilities on a daily basis
- Worked with management and lifeguards to communicate and implement new policies
- Created bi-weekly schedules for lifeguard crew of eight

ACTIVITIES
Pi Kappa Alpha, Social Fraternity (09/10 – Present)
Treasurer (12/11 – 12/12)
- Worked with President, Executive Board and Chair to prepare and manage $100,000 chapter budget
- Collected dues from 60 members; coordinated collection of outstanding balances and paid bills
- Implemented a new system for billing and collections using an online vendor
- Maintained complete documentation of all cash receipts and payments

Alumni Relations Chair (01/11 – 12/11)
- Expanded Alumni Relations agenda to include an additional fundraising event each semester
- Planned and promoted four events for chapter alumni and members using mail, phone, and social media
- Designed and wrote chapter newsletters to communicate regularly with alumni

Madison West High School Athletic Department (08/10 – 11/11)
Varsity Volleyball Assistant Coach (08/11 – 11/11); *Freshman Volleyball Coach* (08/10 – 10/10)
- Facilitated the athletic and personal development of 13 varsity volleyball athletes
- Planned parent meetings, practice schedules, and eight freshman volleyball matches

Helen C. White

hcwhite@wisc.edu • 608.555.3532

3234 Radcliffe Drive, Apt. F • Madison, WI 53719

54 Hunter Road • New York, NY 10803

Education

University of Wisconsin-Madison • Madison, Wisconsin

Bachelor of Business Administration degree, December 2012

Double Major: Accounting; Finance, Investment and Banking; Overall GPA: 3.87/4.0

Honors: Dean's List (2 semesters), Beta Gamma Sigma, National Society of Collegiate Scholars, Sigma Alpha Mu – Scholars Award

Experience

Robert W. Baird & Co. • Chicago, Illinois

Semester Analyst, Investment Banking Division   January 2012-May 2012

- Assisted both the Business Services and Consumer and Industrial teams with preparation of marketing materials used to spearhead potential buy and sell side processes, debt restructurings, and private placements
- Staffed as the sole analyst on a $20 million private placement; drafted the private placement memorandum and generated management presentation materials for discussion with potential investors
- Experienced the for-profit post-secondary education industry via a sell side pitch which presented valuation and modeling techniques including discounted cash flow, leveraged buyout, comparable transaction, comparable company, and accretion/dilution analysis
- Researched and compiled corporate information for public information packets and discussion materials using Bloomberg, Capital IQ, OneSource, SEC filings, and Shark Repellent

Credit Suisse • New York, New York

Summer Analyst, Global Real Estate Securities   May 2011-August 2011

- Supported team that managed $3 billion in assets globally via an equity hedge fund and multiple long only vehicles
- Constructed a global valuation model using Excel and Bloomberg to provide the team with a real time snapshot of price to NAV multiples, relative dividend yields, and leverage metrics of all publicly traded global REITs
- Evaluated global REITs via country snapshots; highlighted investment views, market outlook, and largest stocks by market capitalization in U.S., Europe, Asia, and Australia

Citi Smith Barney • Hoboken, New Jersey

Summer Intern, Wealth Management Division   June 2010-August 2010

- Interacted with professionals at various levels of the organization in order to better understand the day-to-day roles and responsibilities of brokers and portfolio managers
- Experienced portfolio management and evaluation, risk assessment, and decision making based on clients' goals and risk tolerance
- Operated Citi Smith Barney software to perform full analysis of clients' asset allocation

Leadership

Investment Banking Club   January 2010-Present

President, Elected Member   May 2012-January 2013

- Organized three recruiting events and five information sessions; processed and interviewed applicants for limited positions
- Researched and reported on current financial events for weekly discussions with fellow members
- Taught valuation techniques including discounted cash flow, comparable transactions, and comparable company analysis
- Coordinated meetings with investment banking professionals in bulge bracket and middle market firms (New York and Chicago)

Sigma Alpha Mu Fraternity   September 2011-Present

Alumni Chair   September 2011-September 2012

- Coordinated two alumni events for 150 fraternity members
- Elected to Recruitment Committee; helped to organize and facilitate recruitment process of 25 new members

Investment Banking and Capital Markets Course   September 2011-December 2012

- Modeled the announced Mead Johnson carve-out; utilized Capital IQ for discounted cash flow and comparable company analysis
- Prepared pitch-book presentation summarizing Mead Johnson's valuation, risk factors, and the IPO market overview
- Analyzed and presented strategic alternatives for UniFirst Corporation including an acquisition, LBO, and recapitalization

H.C.W. Computer Consulting • Hoboken, New Jersey

Founder   September 2011-December 2012

- Established a computer consulting business which caters to over 35 clients located throughout the Tri-State Area
- Scheduled client consulting meetings and customized hardware configurations and installation generating a 30% increase in profits

Interests

Competitive Golf, Technology, Financial Markets, Current Events

INTERN COVER LETTERS

Bucky Badger

(608) 555-8442 • bbadger@wisc.edu

7401 Riverside Road, #6 • Madison, WI 53706

September 2012

Ameriprise Financial
753 Ameriprise Financial Center
Minneapolis, MN 55474

Dear Ameriprise Financial Recruiting Team:

As a motivated and successful sophomore at the University of Wisconsin-Madison and as a member and leader in many student organizations, I am eager to take the next step into the business world. I learned about this internship opportunity at Ameriprise Financial through my father, a long-time employee of the company, and I am excited about the prospect of working for such a dedicated leader in financial services. I feel that my excellent interpersonal and analytical skills coupled with my proven leadership qualities and strong work ethic would make me a great fit for Ameriprise Financial.

The courses I have taken in economics, finance, and accounting have provided me with a broad understanding of the markets and economy, the ability to analyze financial data and business decision making. Through this coursework, I have strengthened my analytical and quantitative skills. I believe that this arsenal of knowledge would be a valuable asset in working as an intern for Ameriprise. In addition, I have enhanced my communication and writing skills through communication arts and composition courses.

I have supplemented my education with jobs and participation in many student organizations, growing and developing qualities that cannot be acquired solely in the classroom. Working as a soccer referee over the past six years, I have dealt with substantial responsibility and making quick decision making, and I have attained outstanding conflict management and communication skills. I have also taken initiative in expanding the alumni network in my fraternity as Alumni Chair by organizing numerous events and obtaining several new contacts, relying upon my planning skills as well as my leadership qualities.

Ameriprise is a company that strives toward meeting its clients' needs through a personalized approach and a sincere interest in their lives while valuing dedication and excellence in everyday work. As a compassionate individual and student devoted to my studies, I believe I exemplify the qualities upon which Ameriprise's mission and values are built. I would like to thank you for the opportunity, and I appreciate your time and consideration. Enclosed is my resume. I look forward to learning more about the position and discussing my qualifications in an interview. Please feel free to contact me at 608.555.8442 or at bbadger@wisc.edu.

Sincerely,

Bucky Badger

Bucky Badger

E-Mail Format
(Enter text into the e-mail body.)

Dear Mr. McGuire:

"It's kind of fun to do the impossible…" Walt Disney's creative legacy continues to leave his mouse print throughout the world. My passion for real estate combined with my creativity and imagination make me a good fit for your Business Analyst Intern position. I will bring an unmatched interest, dedication, and desire to make Disney's dream a reality.

Currently, I study Real Estate and Urban Land Economics at the University of Wisconsin-Madison, and I will graduate in May of 2014. During this past summer, I worked at Park Towne Corporation as a real estate assistant where I performed market studies, financial analyses and due diligence. I learned how to effectively manage numerous tasks simultaneously, finishing each in a timely manner with complete attention to detail.

Outside of academics and work, my volunteer experience at a local non-profit has enabled me to interact and work closely with other volunteers and clients from diverse populations. From this experience, I have cultivated excellent cross-cultural communication skills and an ability to develop trusting, professional relationships. My prior work and volunteer experience demonstrate that I am an organized, reliable, and motivated individual. These traits would allow me to become a strong contributor within Disney's Business Planning and Development unit.

I enjoyed speaking with you on the phone yesterday and would like to further discuss my qualifications and explore ways in which I can bring my creativity, imagination, and real estate knowledge to Disney. Attached is my resume. Please feel free to contact me at 608.555.3842 or at bbadger@wisc.edu.

Thank you for your time and attention. I look forward to hearing from you soon.

Sincerely,

Bucky Badger

FULL-TIME COVER LETTERS

Theodore Kronshage
409 West Gorham Street, #1006 • Madison, WI 53703 • (847) 555-5884 • tkronshage@wisc.edu

January 14, 2012

Ms. Gwinevere von Ludwig
Houlihan Lokey
245 Park Avenue, 20th Floor
New York, New York 10167

Dear Ms. Von Ludwig:

"Forward. Thinking." The motto of the University of Wisconsin-Madison is one by which I live because it inspires me to strive for excellence every day. Innovative thinking and passion for finance will allow me to excel as a Financial Analyst with Houlihan Lokey. Currently, I am a senior at UW-Madison pursuing a major in Finance, Investment and Banking, and will be graduating in May 2013.

Through my work experience and listening to Stephen Spencer and Tony Meixelsperger speak at a campus information session last week, it is apparent that being highly motivated, having strong communication skills and demonstrating great teamwork skills are essential components to becoming a successful leader at Houlihan Lokey. The company's outstanding leadership and business strategy sets it apart from its competition. This is especially evident as the company was rated the number one M&A advisor for U.S. transactions under three billion dollars last year.

I have gained valuable professional experience through my internships with Arthur J. Gallagher & Co. and Hewitt Associates. At Arthur J. Gallagher & Co., I delivered weekly presentations and worked on a summer long group project that was presented in front of the company's top management. In addition, my analytical and problem-solving skills were enhanced by analyzing and reporting back to a manager on multiple 10K reports. At Hewitt Associates, my Microsoft Excel and accounting skills became solidified after completing online training and creating revenue recognition models to convert data for a new financial system (PeopleSoft 9.1). My leadership, presentation and teamwork skills have continued to strengthen over the past couple years from these opportunities. This experience will help me to apply my analytical skills and business acumen to be successful in the finance industry.

Throughout college, my internal motivation, attention to detail and personality have enhanced the professional attributes necessary for me to have to be a successful investment banker. My involvement with extracurricular activities while maintaining an excellent academic record has prepared me for the demanding work schedule and multiple tasks I would complete. For example, I held the position of Treasurer with my fraternity, Alpha Epsilon Pi (AEPi). While holding the position, I learned how to effectively manage a budget, raise money, and write grant proposals. Through my meticulous attention to detail, I created different Excel scenarios of the budget and cut costs by $10,000.

I would appreciate the opportunity to speak with you about my qualifications and what I can offer Houlihan Lokey. Enclosed is my resume. I can be reached at tkronshage@wisc.edu or 312.555.6689. I look forward to hearing back from you regarding this opportunity.

Thank you for your consideration.

Sincerely,

Theodore Kronshage

Theodore Kronshage

Bucky Badger

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322 W. Dayton Street, Apt. 223   555-226-8624
Madison, WI 53703   bbadger@wisc.edu

November 24, 2012

Mr. James Bohman
Campus Recruitment Manager
S.C. Johnson & Son, Inc.
1525 Howe Street
Racine, WI 53403-2236

Dear Mr. Bohman:

Architecture. Lake Michigan. Kringles. As a lifelong resident of Racine, Wisconsin, I have come to appreciate all that this unique city has to offer. When looking for a company to work for, I seek one that is family-oriented and built on values. It is refreshing to see an organization that is committed to providing the best possible products that enhance a customer's life and is driven to attain excellence in all areas. These reasons are why S.C. Johnson is my clear employer of choice. I believe I would be a very strong addition to your company through the Analyst position in the Accounting Department.

My experience in the Financial Solutions Group at CUNA Mutual Group would allow me to bring a very specialized skill set to S.C. Johnson. For the past eight months, I have been working with the Asset Liability Management software Model Management. I have been exposed to the cost accounting software that CUNA Mutual offers. My responsibilities required me to analyze data files as well as the financials of numerous credit unions. These analytical skills combined with the general knowledge of financial institution accounting that I have gained would help me to carry out the responsibilities of your Analyst position.

Additionally, the experience I gained as a Crew Leader for a tenting company has given me the ability to train others and become more assertive and conscientious. In addition, operating heavy equipment and working in hazardous conditions has enhanced my risk management skills and quality of judgment.

Through the completion of upper level accounting and finance courses, I have developed the necessary knowledge and critical thinking skills required to fill the Analyst position within the Accounting Department. In addition, as an active member of the Institute of Management Accountants, I have strengthened my communication skills that are vital to the delivery of important objectives and goals S.C. Johnson has set forth.

I would like to speak with you about how my qualifications can be of value to S.C. Johnson. Enclosed is my resume. Please contact me at 608.555.9968 or at bbadger@wisc.edu to discuss the possibility of an interview.

Thank you for your time and consideration.

Sincerely,

Bucky Badger

Bucky Badger

Action Verbs

Resume Action Verbs

*Adapted, enlarged list inspired by Employment Deparmtnet of Palo Alto, CA *Adapted again by Boston College*

Management Skills	Communication Skills	Clerical or detailed skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills
administered	addressed	approved	clarified	assembled	adapted	administered	acted	assessed
analyzed	arbitrated	arranged	collected	built	advised	allocated	conceptualized	assisted
assigned	arranged	catalogued	critiqued	calculated	clarified	analyzed	created	clarified
attained	authored	classified	diagnosed	computed	coached	appraised	designed	coached
chaired	corresponded	collected	evaluated	designed	communicated	audited	developed	counseled
contracted	developed	compiled	examined	devised	coordinated	balanced	directed	demonstrated
consolidated	directed	dispatched	extracted	engineered	developed	budgeted	established	diagnosed
coordinated	drafted	executed	identified	fabricated	enabled	calculated	fashioned	educated
delegated	edited	generated	inspected	maintained	encouraged	computed	founded	expedited
developed	enlisted	implemented	interpreted	operated	evaluated	developed	illustrated	facilitated
directed	formulated	inspected	interviewed	overhauled	explained	forecasted	instituted	familiarized
evaluated	influenced	monitored	investigated	programmed	facilitated	managed	integrated	guided
executed	interpreted	operated	organized	remodeled	guided	marketed	introduced	referred
improved	lectured	organized	reviewed	repaired	informed	planned	invented	rehabilitated
increased	mediated	prepared	summarized	solved	initiated	projected	originated	represented
organized	moderated	organized	surveyed	trained	instructed	researched	performed	
oversaw	motivated	processed	systematized	upgraded	persuaded		planned	
planned	negotiated	purchased			set goals		revitalized	
prioritized	persuaded	recorded			stimulated		shaped	
produced	promoted	retrieved						
recommended	publicized	screened						
reviewed	reconciled	specified						
scheduled	recruited	systematized						
strengthened	spoke	tabulated						
supervised	translated	validated						
	wrote							

Resume Action Verbs

accomplish	construct	establish	install	pilot	restore	teach
achieve	consult	estimate	institute	plan	retrieve	tell
act	contrast	evaluate	instruct	play	review	tell
activate	contribute	examine	integrate	predict	risk	test
adapt	control	exemplify	interpret	prepare	schedule	track
address	convey	expand	interview	prescribe	screen	train
administer	coordinate	expedite	invent	present	secure	transcribe
advise	cope	experience	inventory	preside	select	translate
aid	counsel	experiment	investigate	print	sell	travel
allocate	craft	explain	judge	process	sense	treasure
analyze	create	expose	keep	produce	separate	treat
anticipate	critique	express	lead	program	serve	troubleshoot
appraise	decide	extract	learn	project	set	tutor
arbitrate	define	extrapolate	lecture	promote	set up	umpire
arrange	delegate	facilitate	lift	proofread	sew	understand
ascertain	deliver	file	listen	protect	shape	undertake
assemble	design	finance	log	prove	share	unify
assess	detail	fix	maintain	provide	show	unite
attain	detect	follow	make	publicize	sing	upgrade
attend	determine	forecast	manage	purchase	sketch	use
audit	develop	formulate	manipulate	question	solidify	utilize
augment	devise	found	maximize	raise	solve	verbalize
author	diagnose	gain	mediate	read	sort	verify
budget	direct	gather	meet	realize	speak	visit
build	discover	generate	memorize	reason	specify	wash
calculate	dispense	give	mentor	receive	stimulate	weigh
chart	display	govern	minimize	recommend	strengthen	win
check	disprove	guide	model	reconcile	structure	write
classify	dissect	handle	monitor	record	study	
coach	distribute	head	motivate	recruit	summarize	
code	divert	help	navigate	reduce	supervise	
collaborate	draft	hypothesize	negotiate	refer	supplement	
collect	dramatize	identify	observe	rehabilitate	supply	
communicate	draw	illustrate	obtain	rejuvenate	survey	
compare	drive	imagine	offer	relate	symbolize	
compile	edit	implement	operate	relay	synchronize	
complement	eliminate	improve	order	remember	synthesize	
complete	empathize	improvise	organize	remodel	systematize	
compose	enable	increase	originate	render	tabulate	
compromise	encourage	influence	oversee	repair	take	
compute	enforce	inform	paint	report	talk	
conceptualize	engineer	initiate	perceive	represent	taught	
conduct	enhance	innovate	perform	research		
conserve	enlist	inspect	persuade	resolve		
consolidate	enter	inspire	photograph	respond		

*These action verbs need to be translated into the tense of each bullet point

Please refer to the Career Toolkit for more information on:

Clarifying your career goals

Resumes and Cover Letters

Networking

Job & Internship Search Strategies

Interviews & Landing the Job