

A resume is a tailored marketing document designed to showcase your relevant education, experience and skills.

Name (14-16pts)

Use your legal name on your resume and keep it consistent with the rest of your brand • Be sure to have an appropriate voicemail set

Education

University name • Individual college or school's proper name • City and State • Type of Degree • Major & Minor if declared • Graduation Date (Expected Month and Year) • Select courses (if relevant) • G.P.A. (if over 3.0) • Academic Awards if applicable (Dean's/Honors)

Work Experience

Organization • Your Title (be as descriptive as possible—e.g. • Discuss with your supervisor to adjust “Intern” to “Marketing Intern”) • Geographic Location (City, State or City, Country) • Dates (month, year or semester, year) • Start your bullets with an action verb • Keep your tenses consistent • No periods at the end of your bullet • Quantify impact when possible

Extracurricular

List clubs, athletics, volunteer positions, community involvement, etc. • If you held a leadership role in these organizations, you can title the section “Leadership Activities” as well • List no more than 3-4 interests and be able to explain in an interview what you do or why you are interested in the subject.

Volunteer Work

List no more than 3-4 interests and be able to explain in an interview what you do or why you are interested in the subject • Include computer skills, language abilities, and other relevant skills such as research or laboratory • Be careful how you rate your ability in a language; consider fluent, proficient, conversant, familiar, etc. DO NOT EXAGGERATE.

Additional Tips:

- Use a professional e-mail address, either your YU or one that uses your name. Do not use your Hebrew name in your email address and then use a different name on your resume.
- Emphasize different types of information in your ‘header’ with bolding or italics.
- Be specific with your section headings. Use them to highlight related experience.
- Separate your sections with bold or capitalized headings that stand out.
- Use MM/YYYY format within sections – either as numbers or written out (03/2020 vs. March 2020).
- In general, use 11- or 12-point font in your document. An easy-to-read font is also recommended such as Calibri or Times New Roman.
- Make use of white space. Keep margins balanced and no less than 0.5”, don’t overcrowd the page. Margins can be adjusted under “Page Layout” if using Microsoft Word. You want your resume to be easy for the recruiter to read.

Sam Cook

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EDUCATION

Yeshiva University, Sy Syms School of Business Honors Program New York, NY
Expected May 2020
Bachelor of Science; Finance, Double Minor in Information and Decision Sciences and Management
Overall GPA: 3.81; SAT: 1430/1600
Studies Abroad: Yeshiva University S. Daniel Abraham Israel Program August 2014 – January 2016
New York, NY
June 2017
Adkins Matchett & Toy

- Attended a one-week training course in financial modeling, valuation, and accounting
- Constructed public trading / transaction comps, DCFs, LBOs, and financial statement forecasts

WORK EXPERIENCE

Viola Group – Carmel Ventures Herzliya, Israel
June 2018 – August 2018
Private Equity Summer Analyst

- Streamlined data algorithms for Carmel Ventures, Viola’s \$800M venture capital fund, to automate process of adding new Israeli startup deals and exits
- Computed returns of equity and bridge loan investments in portfolio to gauge effectiveness of a new investment strategy
- Developed market research report on virtual reality segment of Israeli startup ecosystem to be used by the partners when determining where to allocate new investment funds
- Analyzed financials of portfolio companies of Viola Growth, Viola’s \$440M growth equity fund, using EBITDA, ARR, and growth rates as the KPIs for the Microsoft Power BI visualization engine
- Prepared and pitched potential co-investors to Carmel’s co-founder for a portfolio company’s upcoming fundraising round

Envoy Global Research New York, NY
August 2017 – December 2017
Part-Time Equity Research Analyst

- Used extensive due diligence and DCF analysis to propose two investment ideas which were accepted by the manager and returned 86% and 44%, respectively, over six months
- Utilized quantitative screens to uncover undervalued stocks trading at 52-week lows with gross margins above 30%

Van Biema Value Partners New York, NY
June 2017 – August 2017
Summer Analyst

- Performed investment due diligence for an established \$500M fund of funds specializing in emerging value-oriented managers
- Executed quantitative screens focusing on ROIC and ROE on Bloomberg and S&P Capital IQ to narrow investable universe to 30 attractive equity ideas

EXTRACURRICULAR ACTIVITIES

Investment Banking Society New York, NY
January 2018 – September 2019
President

- Facilitate mentorship program with students pursuing investment banking positions involving managing alumni relationships, networking events, and providing technical finance training

TAMID Group New York, NY
September 2016 – May 2018
Chapter Co-President and Former Associate Fund Manager

- Co-managed a student run investment fund focused on equity investments and finished in 1st place in National Stock Pitch Competition for the retail sector
- Oversaw a five-member leadership team and sixty members through consulting projects, investment pitches, educational efforts, and fundraising campaigns

Yeshiva University Investment Club New York, NY
September 2016 – May 2018
President

- Began a series of weekly seminars to familiarize club members with value, growth, and momentum style investing and other investing concepts
- Help bring in high-profile fund managers to speak about their experiences in the investment management industry and to network with club members

The Commentator New York, NY
January 2016 – January 2018
Senior Editor and Journalist for Business Section

- Led a team of eight writers to edit, research, and write articles for the official student newspaper of Yeshiva University regarding current market trends, financial market history, and events in the business school

VOLUNTEER WORK, SKILLS, AND INTERESTS

Volunteer Work: Sharsheret Club Board Member (breast cancer awareness); Yachad Advisor (special needs counselor)
Skills: Microsoft Office Suite; Microsoft Power BI; R; Bloomberg; Capital IQ; Salesforce IQ CRM
Interests: Behavioral Psychology; Reading; Water Polo; Soccer; Seinfeld; RadioHead



The way in which you describe your activities greatly impacts how positively (or negatively) a resume reader perceives your application. Below are some guidelines for writing impactful activity descriptions on your resume:

Use **ACTION** statements

Start each of your activity descriptions with an ACTION VERB that efficiently conveys your key task, activity, or responsibility. Do not use personal pronouns such as "I", "me" or "my".

Examples:

- Provided customer service to store patrons
- Researched and produced financial reports
- Planned activities for campers

Strengthen your descriptions with **QUALIFIERS/ADJECTIVES** that show **HOW** you performed your tasks well.

Examples:

- Provided friendly, professional customer service to store patrons
- Conducted extensive research and produced financial reports
- Collaboratively planned fun, engaging educational and recreational activities for campers

Qualify the **PURPOSE, IMPACT,** or **VALUE** of your activity by connecting the activity to its beneficial goal for the organization or customers.

Examples:

- Provided friendly, professional customer service to store patrons ensuring a positive customer experience
- Conducted extensive research and produced financial reports to assist with investment decision making
- Collaboratively planned fun, engaging educational and recreational activities for campers in order to foster learning and camper engagement

Where relevant, **QUANTIFY** the **SCOPE, ACHIEVEMENTS,** or **OUTCOMES** of your activities with concrete numbers.

Examples:

- Provided friendly, professional customer service to store patrons ensuring a positive customer experience and exceeding monthly sales goals by over 10% each month for six months.
- Conducted extensive research and produced financial reports to assist with investment decision making, resulting in over \$2.5 million in new investment activity
- Collaboratively planned more than 20 fun, engaging educational and recreational activities for over 150 campers in order to foster learning and camper engagement

In summary, the best resume descriptors will have a combination of ACTION VERBS, supporting ADJECTIVES, as well as NUMBERS quantifying the SCOPE, PURPOSE, or OUTCOMES of your activities.

Resume Minimum Requirements Checklist

The Career Center's on-line job database, YU CareerLink, enables Yeshiva students to search for and apply to jobs, internships and other opportunities directly through its on-line interface. Students wishing to apply to jobs directly on the system will need to upload a copy of their resume to their YU CareerLink account. For details on how to do so, visit [here](#). Because employer standards are very stringent, and any errors on the resume may lead to an applicant's rejection, all resumes uploaded onto the system are temporarily held in a virtual "Resume Bin" where they are then reviewed by Career Center staff prior to being approved for use on the system. The resumes are examined for any issues, gaps, or errors in content, format and style. Resumes with problems in any of these areas are sent back to the student, with instructions on issues to be fixed or revised. It is ultimately the student's responsibility to ensure that their resume is free of errors, whether formatting, content, layout, or style. Below is a checklist of items students should use to review their own resumes prior to submitting them on-line in order to ensure the greatest likelihood that they will be approved in a timely fashion.

Layout and Design

- Use a standard font and size for the body that is easy to read (10-12pt)
- NO TYPOS on the resume (TIP: Use spell-check, and read the resume out loud to ensure there are no misused words)
- For undergraduate students, resume does not exceed one page in length
- Style and layout are consistent throughout the resume including consistent use of bullets, bold, italics, underline, hyphens, punctuation, and indentation. (NOTE: Almost 90 % of resumes are first rejected due to inconsistencies in formatting. e.g. Periods at the end of some bullets but not others / different sized dashes in activity dates "-" vs. " - " / Dates or bullets not aligned evenly across sections)
- Margins are no narrower than 1/2 inch

Contact Information

- First and last name, address, phone number where you can be reached, and professional email address displayed clearly at the top of the page
- Contact Information: street address properly written (83rd St., New York, NY) and apartments written correctly (Apt., City, State)
- Name is 14-16 point font size
- Don't use both parentheses and hyphens in phone number: (201)-267-7777 is wrong; (201) 267-7777 is correct or 201-626-7777 also fine sized dashes in activity dates "-" vs. "- " / Dates or bullets not aligned evenly across sections

Objective (optional)

- Only included if it enhances the resume by making career goal clearer to the recipient
- Statement is brief and specific, stating interest in the field and/or position

Education

- Schools attended are listed in reverse chronological order
- Includes full name of the school and/or university (Yeshiva University, Yeshiva College) spelled out and the city and state of its location
- Uses the official degree name (Bachelor of Arts for SCW & YC, Bachelor of Science for SSSB)
- Major, minor, and concentration (if applicable) spelled out
- Includes GPA if it is above a 3.00 listed to the hundredths place.
- Indicates graduation date, anticipated graduation date, or dates attended (if not a degree granting program, i.e. study in Israel)



RESUME MINIMUM REQUIREMENTS CHECKLIST (cont.)

Experience

- Presents experience in reverse chronological order (most recent job/position listed first)
- Utilizes heading(s) such as "Relevant Experience," "Related Experience," and/or "Additional Experience" to organize and present most significant experience first. Note: this structure is optional
- Indicates the name, city, and state of each organization or company. Distinguishing markers such as bold, italics, and underline are consistent
- Lists title and start/end dates (month/year or semester/year -used consistently throughout the resume)
- Uses descriptive, bulleted (optional) statements demonstrating skills, accomplishments, and specific responsibilities. Each statement starts with an action verb, not an "I" statement. Full sentences are not used on the resume
- Uses past tense verbs for past experiences and present tense verbs for current experiences

Honors and Awards (optional)

- Specifies the complete name for each relevant award or honor, the granting organization, and the month/year of receipt

Activities/Extracurriculars

- Lists the correct name of each organization (does not use acronyms), leadership roles if applicable, and dates of involvement. May also include a brief description of tasks accomplishments using action verbs

Skills

- Includes a brief list of computer skills such as Word, Excel, PowerPoint, QuickBooks, etc. (note: Power Point is ONE word with two capital "P's"). Only lists computer programs if proficient. MS Office as a skill descriptor is insufficient, specific applications should be listed: i.e. "Microsoft Office: Word, PowerPoint, Excel, Access"
- Lists any languages spoken (other than English) and level of proficiency (Basic, Intermediate, Fluent)
- If applicable, lists laboratory skills or additional field-specific skills

Additional Information

- Does not include any of the following personal items: photograph, marital status, date of birth, social security number, citizenship status, gender, ethnicity, or religion
- Languages: English NOT listed, level of proficiency with other languages must be specified (Basic, Intermediate, Fluent)
- References not included within the resume. Resume should NOT say "References available upon request."





Emily Rose

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268-584-3150 | emily.rose@mail.yu.edu

Education

Stern College for Women, New York, NY

Bachelor of Arts in Psychology, expected May 2019

Study Abroad: Michlalah College for Women, Jerusalem, Israel, September 2015-January 2016

Related Experience

Positive Steps Pediatric Occupational Therapy Center, Livingston, NJ

Shadow, August 2016

- Observed occupational therapists in a sensory gym working on both fine motor and gross motor skills with children
- Sat in on individual sessions and discussed cases with therapists after therapy

Sha'arei Tzeddek Hospital, Ein Kerem, IL

Volunteer, November 2015-December 2016

- Visited hospitalized children and mothers in maternity ward to offer cheer and companionship

Michlalah Charity Program, Jerusalem, IL

Caretaker of Child with Special Needs, October 2015-June 2016

- Offered respite to family with special needs child
- Engaged child in therapeutic recreational activities in his home and at the park

Camp Shoshanim, Lakewood, PA

YACHAD Counselor, July 2015

- Cared for 10 campers with special needs and learning disabilities as part of six person staff in mainstream camp
- Provided 24/6 coverage aiding campers in personal hygiene, nutritional, and social needs
- Supervised 5 older campers during work activities, serving as job coach

Kushner High School, Livingston, NJ Blood

Drive Committee Member, 2014-2015

- Recruited 200 students, faculty, and community members to donate blood in biannual blood drive
- Assisted in supervision of daily operations "day of" biannual blood drive

Friendship Circle, Livingston, NJ

Kushner High School Chapter President, 2014-2015

- Recruited and coordinated 20 high school students to serve as volunteers for children and teenagers with special needs in a mainstreaming program
- Worked directly with one child with autism, successfully integrating him into group activities

Additional Experience and Information

Iris Berman Early Childhood Center, Counselor, Livingston, NJ, August 2016

Camp Dina, Counselor, Stroudsburg, PA, July 2016

Received Community Service Award, June 2015



ELIAS SHAPIRO

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(212) 123-3854 | eliashapiro426@yahoo.com

EDUCATION

Yeshiva University, Yeshiva College, New York, NY

Bachelor of Arts, *magna cum laude*, May 2010

- Major: Psychology, GPA: 3.76
- Member: Jay and Jeanie Schottenstein Honors Program
- Honors: Dean's List (2009-2010), Psi Chi
- Academic Scholarship: Forchheimer Superior Scholars, Milton Rybkowski Scholarship, Joseph and Lena Hoenig Memorial Award for excellence in *Talmud*
- Study Abroad: Jerusalem, Israel, 2005-2007

RESEARCH

Mount Sinai Medical Center, Department of Pediatrics, *Clinical Research Assistant—EMPOWER*

(*Enhancing, Managing, and Promoting Well-being and Resiliency*) Program Coordinator, Fall 2010-Present

- Oversee EMPOWER Program, designed to help children improve resiliency and mental well-being in relation to food allergy; handle scheduling of behavioral health consultations, liaison with food-allergy advocacy groups
- Assist with development and administration of clinical research studies
- Perform literature reviews and online research, assist with creation of questionnaire and measures, maintain IRB submissions and record keeping, supervise administration of survey study, manage recruiting and communicating with participants, code data

Yeshiva University Psychology Department, Lab of Dr. Bruno Galantucci, *Research Assistant*, Spring 2010 – Present

- Participate in learning community, leading and learning in group discussions based on weekly readings of relevant literature in experimental semiotics
- Design and execute experiments to measure effective communication, compose manuscript for journal submission

EXPERIENCE

Mach Hach Ba'Aretz, Israel, *Counselor*, Summers 2008-2009

- Led 30 high school juniors touring Northern and Central Israel
- Designed and implemented an educational program connecting religious growth with Jewish national heritage, culture, and history

Camp Moshava, Indian Orchard, PA, Summers 2006-2007

Counselor (Summer 2007)

- Supervised 20 high school sophomores daily
- Developed and ran activities, ice breakers, games, sports and team building exercises

Specialty Staff (Summer 2006)

- Developed a summer education curriculum and taught a study group

ACTIVITIES

Yeshiva University, *Resident Advisor*, Fall 2009-Present

- Provide organized floor programs and paraprofessional counseling for a residence hall floor of 35 college students
- Advise residents on personal and academic issues; manage administrative tasks including maintenance requests, incident reports, hospital runs and maintain bulletin boards with accurate, up-to-date and useful information

Yeshiva University Student Life Committee, *Chair of Housing*, Fall 2008-Spring 2009

- Met with students and staff members to help implement student concerns

Yeshiva University Environmental Club Board, *Secretary*, Fall 2008-Spring 2009

- Created and implemented campaigns and drives, e.g. recycling drive, environmental weekend

Yeshiva University Psychobiology Course, *Teachers Assistant*, Fall 2008

- Prepared assignments, answered questions and presented lectures when teacher was unavailable

SKILLS

Languages: Hebrew (conversant); Computer: Microsoft Office, SPSS



Action Verbs

(Categorized by skills)

Communication

Advertised
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Consulted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Enlisted
Explained
Expressed
Formulated
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Lectured
Listened
Managed
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Reinforced
Reported
Resolved
Responded
Solicited
Suggested
Summarize
Synthesized
Translated
Wrote

Creative

Acted
Adapted
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Entertained
Established
Formulated
Founded
Illustrated
Implemented
Initiated
Instituted
Integrated
Introduced
Invented
Launched
Modeled
Modified
Organized
Performed
Planned
Revised
Shaped
Solved

Data/Financial

Administered
Adjusted
Allocated
Analyzed
Assesed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Consolidated
Corrected
Determined
Developed
Estimated
Facilitated
Familiarized
Forecasted
Formulated
Guided
Helped
Managed

Marketed
Measured
Mediated
Moderated
Motivated
Planned
Prepared
Programmed
Projected
Proved
Provided
Qualified
Reconciled
Reduced
Referred
Rehabilitated
Represented
Researched
Resolved
Retrieved
Supplied
Supported

Helping

Adapted
Advocated
Aided
Arranged
Assisted
Clarified
Coached
Collaborated
Compared
Contributed
Cooperated
Counseled
Demonstrated
Educated
Encouraged
Ensured
Expedited

Organizational

Approved
Arranged
Assisted
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Consolidated
Corrected
Corresponded
Distributed
Executed
Filed
Generated

Implemented
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared

Research

Analyzed
Clarified
Collected
Compared
Conducted
Consolidated
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Formulated
Gathered
Implemented
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Organized
Proved
Researched
Reviewed
Searched
Solved
Summarized
Systematized
Tested

Teaching

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Displayed
Enabled
Encouraged
Evaluated

Explained
Facilitated
Focused
Guided
Implemented
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Taught
Tested
Trained
Transmitted
Tutored

Technical

Adapted
Applied
Assembled
Built
Calculated
Computed
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Installed
Investigated
Maintained
Operated
Overhauled
Programmed
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

Management

Adapted
Accomplished
Achieved
Administered
Analyzed
Appointed
Approved
Assigned
Attained
Compared

Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Created
Decided
Delegated
Developed
Directed
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Implemented
Improved
Incorporated
Increased
Initiated
Instituted
Led
Managed
Mediated
Merged
Moderated
Motivated
Navigated
Negotiated
Organized
Overhauled
Oversaw
Planned
Prioritized
Produced
Recommended
Reorganized
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Supplied
Supported
Systematized
Updated
Upgraded
Utilized
Validated
Verified

