



## HOW TO WRITE A RESUME

### WHAT IS A RESUME?

A resume is a brief summary of your experiences. Its purpose is to give potential employers an overview of your skills and experience and pique their interest in interviewing you. It does not need to be a complete history of everything you have ever done. It should be one page and highlight your most significant experiences and accomplishments. Resumes should be visually appealing, easy to read, concise, and **absolutely free of mistakes and typos!** Your resume creates the first impression a potential employer has of you, and, along with your cover letter, is your primary marketing tool.

### FORMATTING

The format of your resume is nearly as important as the content. On average, employers spend no more than 15-30 seconds on your resume! Therefore it must be clearly laid out and easy to skim. Use **bold**, underline, or *italics* strategically and **consistently**. For example, if you decide to bold names of companies, you must be sure to bold **all** names. If you choose to underline your titles, do so throughout the entire document. In addition, if you bold too many items on the resume, then nothing will stand out, so use these highlighting tools sparingly.

The margins on your resume should be at least 0.5" top, bottom, left, and right, so that the document will print without errors. The resume should appear full, but not crammed. Do not type in a font size smaller than 10pt. Times New Roman, Garamond, and Arial are standard and acceptable font types. Avoid fonts which can be difficult to read and are not standard on every computer. Ensure everything is aligned properly and consistently on the resume.

### RESUME STRUCTURE AND CONTENT

Use the resume examples in this fact sheet as general guides, but ensure to target your resume to a job or specific field of interest. There is no one right way to write a resume. However, it is important that your resume presents your experience and skills in a professional and positive manner. **DO NOT** use a Microsoft Word Resume Template which is very challenging to edit! Below are the typical sections to include on a resume:

**Contact Information:** Include your full name, address, phone number, and email address at the top of your resume. If you are currently a student, use your school email address. If you choose to use an alternative email address, it should consist of your name and/or your initials for easy recognition and professional appearance. Your name must be consistent on the resume and in all emails, letters to employers, etc, for example, do not use your Hebrew name in your email address, for example, then use a different name on your resume. Your name can be a larger font size than the rest of the resume so that it stands out (14-16pt font for your name, versus 10-12pt font for the rest of the document).

**Objective (optional):** Write a concise statement of intent indicating the type of position you are seeking. Long, vague statements are not appropriate. If you are open to multiple opportunities, you can remove the objective or create multiple versions of your resume with different objective statements.

**Education:** List schools attended in **reverse chronological order**. If you are early in your college career, you may want to include high school information. However, as you become more involved at Yeshiva and gain more experiences, you can remove high school from the resume.

- **GPA:** You should only include your GPA if it is over a 3.00. **DO NOT ROUND YOUR GPA!** A 3.66 is 3.66, NOT 3.7.

**Honors and Awards:** Choose those which you think add value to your resume, e.g., Dean's List or a special academic honor.

**Study Abroad:** List location and dates attended. You may include the name of the school if relevant.

**Relevant Coursework (optional):** List only courses relevant to the jobs for which you are applying. Do not include basic courses which would be obvious based on your major (e.g., if you are an Accounting major, do not include “Intro to Accounting” on the resume).

**Experience:** Begin by listing all of your paid and unpaid experiences in **reverse chronological order** even if you think the experience does not immediately relate to your career objectives.

- Include company name, city, and state, your title, and dates of experience. If you are still working there put starting month/year-present. For example, “May 2009 – present”.
- Describe your tasks and responsibilities using descriptive phrases. Start each phrase with an action verb that explains what you did and what you accomplished or achieved. Be specific and quantify wherever possible (e.g., “Increased fundraising efforts by 20% over the previous year.”) See our **Writing Impactful Resume Descriptors** guide on the next page. Experiences in which you are currently involved should be in the present tense. Experiences in which you are no longer involved should be in the past tense.
- Avoid pronouns and articles such as I, the, a, and an. Resumes are written with sentence fragments, not complete sentences. For example, you should write “Supervised group of 12 children in overnight camp,” instead of stating, “I supervised a group of 12 children in an overnight camp.”
- Consider separating experience into different section headings to highlight select positions you have held. For example, you can start with a section called Related Experience, Research Experience, Marketing Experience, or others targeted toward the industry you want, and then follow that with Additional Experience for positions that are less relevant, but still show important skills that you have developed. (**Note:** this technique is optional; you can list all positions under one heading called “Experience” as well)

**Activities:** 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. This section can either be a list written in reverse chronological order or written in the same format as the experience section depending on your level of involvement.

**Skills:** 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.**

**Interests (optional):** Mention hobbies, travel, music, etc. Try to be specific, such as “reading biographies” instead of just “reading”; 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. If you don’t have space for interests, you can leave this section out.

At first, don’t worry if your resume is more than one page. The most important aspect of the first draft is to get all the potential information down, so it can be edited. If you are a freshman or sophomore and feel like you have trouble filling a page, add information from high school. Once the resume is edited, however, it should **not** exceed one page unless you have extensive work experience and it is acceptable in your industry.

## **NEXT STEPS**

Once you have a draft, bring it to the Career Center and a career counselor can help you edit it. Resumes usually take a few revisions or drafts to perfect, so be patient. It is always a good idea to have more than one person proofread your final version. In addition, **be careful** with computer tools such as Spell Check, which not only can miss typos on a resume, but also can accidentally change a word it does not recognize, such as the name of a company.

Once your resume is edited and proofread several times, you are ready to print it on resume paper. It is best to laser print and use white, off-white, or ivory resume paper.

## Writing Impactful Resume Descriptors

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:

### 1) 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

### 2) 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

### 3) 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**

### 4) 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 Approvals in YU CareerLink and Resume 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.

### RESUME MINIMUM REQUIREMENTS CHECKLIST

#### 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 ½ 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 (83<sup>rd</sup> 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

#### 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)

#### 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: PowerPoint is ONE word with two capital “Ps”). 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.”

# DORA GOLDENBERG

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New York, NY 10003  
(123) 456-7890  
dgoldenbe@mail.yu.edu

## EDUCATION

**Yeshiva University, Sy Syms School of Business, New York, NY**  
Bachelor of Science, May 2016  
Major: Management  
Study Abroad: Jerusalem, Israel, 2012-2013

**Torah Academy, Lovely, NJ**  
High School Diploma, May 2012  
Awards: Department Award in Art History; High Honor Roll, 2010-2011

## COURSE PROJECT **Organizational Behavior, Fall 2013**

- Analyzed methods to increase employee morale during difficult economic times through interviews with various sizes and types of organizations
- Created plan to implement low budget employee incentive program
- Presented research findings and incentive program plan to a panel of human resources professionals

## EXPERIENCE

**Camp is Fun, Fabulous, PA**  
*Counselor, Summer 2013*

- Planned and implemented activities for group of campers ages 10-12
- Supervised 30 campers in overnight facility
- Collaborated with counselors and staff to develop original programs including theme nights, retreats, and off-camp outings

*Lifeguard, Summer 2012*

- Maintained pool area and supervised safety of swimmers
- Taught swim lessons to all levels and age groups

**Self-employed, Lovely, NJ**

*Tutor, 2010-2011*

- Facilitated student improvement in mathematics and reading comprehension skills
- Reviewed assignments and prepared student for exams; efforts resulted in student improving one full letter grade by end of semester

## ACTIVITIES

**NCSY, Lovely, NJ**

*Advisor, 2012-Present*

- Coordinate activities and weekend retreats for high school students
- Act as mentor and provide individual guidance for difficulties related to relationships, academics, and familial pressures

**Torah Academy, Lovely, NJ**

*Editor, 2011-2012*

- Supervised team of seven students in creation of yearbook
- Wrote articles, edited text, and determined layout of book

## SKILLS

Computer: Basic Word, Excel, and PowerPoint  
Languages: Basic French; Intermediate Hebrew

## **RAFAEL EISENBERG**

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New York, NY 10000  
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reisenberg@mail.yu.edu

### **EDUCATION**

**Yeshiva University, Sy Syms School of Business, New York, NY**

Bachelor of Science expected May 2014

Major: Marketing

Major GPA: 3.98; Overall GPA: 3.45

**Relevant Coursework:** Market Research, Statistical Methods in Marketing, Marketing and Consumer Behavior

**Study Abroad:** Jerusalem, Israel, 2010-2011

### **MARKETING EXPERIENCE**

**X and Y Corporation, New York, NY, Summer 2013**

*Marketing Intern*

- Developed new business plans for clients in collaboration with marketing team
- Conducted industry research and presented results in team meetings
- Analyzed data to determine best approach to target new business

**Extra Good Wireless, New York, NY, Summers 2011 and 2012**

*Sales Manager (Summer 2012)*

- Managed, trained, and motivated 10 sales associates in largest branch in New York State
- Developed new promotional campaign for store geared toward younger consumers
- Generated positive customer feedback and achieved high sales performance, resulting in commendation from Regional Vice President

*Sales Associate (Summer 2011)*

- Advised clients in purchasing cell phones and accessories by providing accurate and useful information
- Achieved highest sales totals for July 2010
- Arranged store displays for special sales and promotions

### **ADDITIONAL EXPERIENCE**

**Camp Super Children, Small Town, PA, Summers 2009 and 2010**

*Counselor*

- Supervised group of campers ages 6-8 daily
- Developed and implemented lesson plans involving arts and crafts, sports, and teambuilding
- Monitored campers' behavior in cabins nightly

### **EXTRACURRICULAR ACTIVITIES**

*Treasurer, Marketing Club, Sy Syms School of Business, Fall 2011-Present*

*Member, Community Service Club, Yeshiva University, Fall 2011-Present*

### **SKILLS**

Intermediate Word, Basic Excel, Basic PowerPoint, Advanced Access

### **INTERESTS**

Rock Climbing, Taekwondo (working toward Black Belt), Current Events, and Oil Painting

# ELIAS SHAPIRO

418 West 126th Street, Apt. 2F, New York, NY 10029  
(212) 123-3854 • eliasshapiro426@yahoo.com

## EDUCATION

**Yeshiva University, Yeshiva College**, New York, NY

B.A. in Biology, May 2015

Concentration in Pre-Health Sciences

GPA: 3.62; Dean's List: All Semesters; College Service Award, 2013

Study Abroad: Jerusalem, Israel, 2011-2012

## RESEARCH

**Super Star Research**, New York, NY, Summer 2013

Research Assistant

- Assisted in all aspects of NASA funded laboratory and microbiology research.
- Developed protocol for future applications and project maintenance.
- Performed aseptic techniques, maintained cell lines, ordered supplies, and wrote abstracts.

**The Carafeller University**, New York, NY, Fall 2012-Spring 2013

Research Assistant

- Conducted independent research project optimizing polymerase chain reaction for superantigens (Herpes Virus Saimiri, Mouse Mammary Tumor Viruses).
- Utilized laboratory skills such as polymerase chain reaction, agarose gel electrophoresis, and maintaining cell cultures.

## EXPERIENCE

**Yeshiva University, Yeshiva College**, New York, NY, Fall 2013-Present

Laboratory Instructor

- Instruct 15 undergraduate students in General Biology.
- Teach laboratory and dissection techniques and grade assignments.

**Bais Ezra**, New York, NY, Spring 2013-Present

Direct Care Staff

- Certified by Approved Medication Administration Procedures (AMAP) in dispensing medication to developmentally disabled adults.
- Supervise residents' physical and emotional welfare.

**Baltimore General Hospital**, Baltimore, MD, Summers 2011 and 2012

Emergency Department Volunteer

- Assisted doctors with patient care and observed treatments.

## SKILLS

**Laboratory:** Basic techniques in bacteriology, high performance liquid chromatography, maintaining arthropods, bacterial genetics, gas chromatography, titration, dissection techniques, sterile techniques

**Computer:** Word, Excel, PowerPoint, SPSS

## LEADERSHIP

Campus Chair, NY Blood Services Blood Drive, 2013-Present

Secretary, Sigma Delta Rho, Science Honors Research Society, 2012-Present

Tutor, Yeshiva College Chemistry Department, Spring 2013

Student Representative, Yeshiva College Admissions Committee, 2012-2013

Staff Writer, *The Commentator*, Campus Newspaper, 2012-2013



## ELIEZER LAUFER

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laufer@yu.edu

### Current Address:

123 Lexington Avenue, Apt. 6B  
New York, NY 10025

### Permanent Address:

202 West Broadway  
Washington, DC 20202

### **OBJECTIVE:**

A full-time position in counseling at a social services organization.

### **EDUCATION:**

**Yeshiva University, Yeshiva College, New York, NY**

B.A. in Psychology, May 2014

GPA: 3.42

**Study Abroad:** Jerusalem, Israel, 2009-2010

### **EXPERIENCE:**

#### *Counselor*

June 2011-Present

#### **Men's League Community Residence**

Brooklyn, NY

- Provide direction and supervision to 12 developmentally disabled adults in group home
- Organize and run group recreational activities
- Teach and reinforce daily living skills through practical chores
- Aid residents in developing socialization skills and oversee hygiene maintenance

#### *Child Care Worker*

February-May 2013

#### **Emanuel YMHA**

New York, NY

- Assisted in program designed to teach effective parenting skills
- Created stimulating games and recreational activities to foster children's development
- Met with supervising social worker to review children's progress

#### *Counselor*

Summers 2011 and 2012

#### **Boro Park YMHA**

Brooklyn, NY

- Planned activities and implemented recreational and social programs for 30 campers
- Supervised group outings and ensured safety of all participants

#### *Resource Room Tutor*

August 2009-June 2010

#### **Shulamith Elementary School**

Washington, DC

- Provided individual instruction to learning disabled student in educational program
- Developed lessons and activities to stimulate learning

### **ACTIVITIES:**

#### *Vice President, Russian Club*

August 2012-May 2013

- Plan and implement activities highlighting Russian culture for University campus
- Act as liaison between club and University administration
- Manage budget of \$2,000 and allocate funds

#### *Coordinator, Volunteer Club*

August 2011-May 2012

- Train and supervise volunteers at various community organizations
- Coordinate schedule and act as liaison between students and community organizations

### **SKILLS:**

**Languages:** Hebrew (Fluent); Spanish (Conversational)

**Computer:** Advanced Word, Basic PowerPoint, and Basic Excel

### **INTERESTS:**

Distance running, reading science fiction, and Thai cooking

## **NAOMI ROSEN**

33 West 33<sup>rd</sup> St., New York, NY 10025

(917) 555-0209

Nrosen679@gmail.com

### **OBJECTIVE**

To obtain a teaching position within a Jewish Day School

### **EDUCATION**

**Yeshiva University, Stern College for Women**, New York, NY

Bachelor of Arts in Political Science, expected May 2014

GPA: 3.72

*Study Abroad*: Jerusalem, Israel, 2010 – 2011

### **RELATED EXPERIENCE**

**NCSY of New Jersey**, Teaneck, NJ

*Advisor* (August 2011 – Present)

- Provide mentorship for high school students
- Lead activities and programs during weekly meetings and outings

**Camp Summertime**, Wilderness, NY

*Director of Programming* (June – August 2013)

- Oversaw all programming for 50 teenage children in overnight camp
- Supervised five counselors and designated scheduling of all activities
- Developed and planned curriculum around Jewish learning

**Stern College for Women**, New York, NY

*Tutor, English Department* (January – May 2013)

- Aided students with writing skills, including editing both fiction and nonfiction essays
- Taught grammar principles and writing techniques
- Helped four students achieve a full letter grade improvement from previous semester

**Alyn Hospital Pediatric and Adolescent Rehabilitation Center**, Jerusalem, Israel

*Hospital Clown* (October 2010 – May 2011)

- Performed for and visited with ill children weekly

### **ADDITIONAL EXPERIENCE**

**Yeshiva University Cafeteria**, *Server*, New York, NY, Fall 2012 – Present

**Smith for Governor Campaign**, *Volunteer*, Newark, NJ, October 2007 – November 2008

### **EXTRACURRICULAR ACTIVITIES**

**Torah Activities Council**, *Secretary*, Fall 2013 – Present

**Yeshiva Social Justice Club**, *Member*, Fall 2011 – Present

### **PROFESSIONAL AFFILIATIONS**

**National Association for the Education of Young Children**, Fall 2011 – Present

### **SKILLS**

Word, Excel, PowerPoint, Adobe Pagemaker

## (Sample Resumes for Alumni)

### OLIVIA GORMAN

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#### EDITORIAL EXPERIENCE

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##### **Simon and Schuster**, New York, NY

*Associate Editor, Young Adult Fiction Department*, 2009-Present

*Assistant Editor, Young Adult Fiction Department*, 2007-2009

*Editorial Intern*, Summer 2007

- Read over 10 manuscripts per week and present noteworthy manuscripts to editors.
- Conduct outreach to authors and agents; secured four contracts in 6-month time period.
- Maintain Excel spreadsheet, logging submissions.
- Select and arrange book reviews and author information for sales kits.
- Provide administrative support to editors in all aspects of book production.

##### **The Putnam Group**, New York, NY

*Editorial Intern*, Fall 2006-Spring 2007

- Evaluated book submissions and referred noteworthy books to appropriate editors.
- Coordinated company's contributions of book donations and selected material for specific ages.
- Created and managed libraries to ensure full representation of published books.
- Prepared samples for art, production, and sales departments in collaboration with Managing Editor.

##### **Price Stern Sloan, Inc.**, Santa Monica, CA

*Editorial Intern*, Summer 2006

- Edited and tested children's books for publication.
- Discovered potential new writers for future projects through reading submissions.
- Presented story ideas and book concepts at editorial meetings.
- Corresponded with aspiring authors and replied to fan mail.

##### **All Girl Productions**, Burbank, CA

*Creative Projects Intern*, Summer 2005

- Coordinated between designers and editorial managers on two major book launches.
- Provided administrative assistance for team of five.
- Attended client meetings and took minutes to distribute to team.

#### COMPUTER SKILLS

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Word, Excel, PowerPoint, Access, InDesign

#### EDUCATION

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##### **Yeshiva University, Stern College for Women**, New York, NY

Bachelor of Arts, May 2007

Major: English; Minor: Art

G.P.A.: 3.87

Dean's List: 2009-2012

**Activities:** *The Observer*, Stern College Student Newspaper, *Assistant Editor*, 2006-2007; Yeshiva University Student Life Committee, *Committee Head*, 2005-2006

## JONATHAN GOLD

10 Laurel Hill Terrace, #1L, New York, NY 10040 • (646) 678-0123 • jgold@gmail.com

### FINANCE EXPERIENCE

**Goldman Sachs Asset Management**, New York, NY

**January 2011-July 2013**

*Analyst, Alternative Investments*

- Performed qualitative and quantitative analysis on hedge funds to develop potential recommendations for investment committee meetings
- Advised Chief Risk Officer on the risk of open positions and liquidity measures for the firm's underlying investments
- Reviewed monthly marketing materials, investor statements, and market commentaries
- Supported a \$60 million credit and event-driven hedge fund by working with brokers, administrator, and prime broker to ensure the accuracy of the fund's positions
- Calculated daily, monthly, and year-to-date P&L for the fund's performance
- Worked with research analysts and traders to properly value securities held in their portfolios
- Performed over 100 Credit Default Swaps by ensuring completion of CDS contracts

**Royal Bank of Canada**, Toronto, ON

**Summers 2010-2012**

*Summer Analyst, RBC Investor Services* (Summers 2011 and 2012)

- Researched global securities lending trends and emerging markets and provided Global Head of Trading with analysis for various presentations and publications
- Performed competitive trade analysis which covered over \$3.1 trillion in assets under administration
- Uploaded information into the Proposal Automation Suite software program, enabling sales personnel to provide financial data to institutional clients efficiently
- Added value by analyzing billing system, utilizing Excel and Access, to identify lost client business

*Strategic Initiatives Intern, RBC Global Services* (Summer 2010)

- Collected and verified data based on tracking lost revenue from strategic clients; results impacted purchase price of joint venture between RBC and Dexia
- Reviewed legal contracts to ensure completion of documents prior to finalization of joint venture

**PNC Bank**, New York, NY

**Summer 2009**

*Customer Service Representative*

- Provided banking services to customers which helped increase and maintain repeat business
- Executed monetary transactions, mortgage referrals, and addressed customers' requests

### PROFESSIONAL DEVELOPMENT AND LICENSURE

Series 7, 63

**August 2010**

Deloitte National Leadership Conference, New York, NY

**July 2009**

### EDUCATION

**Yeshiva University, Sy Syms School of Business**, New York, NY

Bachelor of Science in Accounting, January 2011

GPA: 3.67; Dean's List 2006-2008; M. Schlessberg Accounting Society Alumni Award

### LEADERSHIP

*Mentor*, **John Burke School of Education**

**2009-2011**

*Captain*, **Yeshiva University Soccer Team**

**2008-2010**

*Member*, **Business Leaders in Training**

**2008-2009**

*Staff Writer*, **The Commentator**, Yeshiva University Student Newspaper

**2007-2009**

### SKILLS AND LANGUAGES

Bloomberg, Word, Excel, Access, and PowerPoint; Conversational French; Fluent Hebrew

## ACTION VERBS

### COMMUNICATION SKILLS

Advertised  
Arranged  
Articulated  
Authored  
Clarified  
Collaborated  
Communicated  
Composed  
Consulted  
Contacted  
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  
Summarized  
Synthesized  
Translated  
Wrote

### CREATIVE SKILLS

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  
Revitalized  
Shaped  
Solved

### DATA/FINANCIAL SKILLS

Administered  
Adjusted

Allocated  
Analyzed  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conserved  
Consolidated  
Corrected  
Determined  
Developed  
Estimated  
Forecasted  
Formulated  
Managed  
Marketed  
Measured  
Planned  
Prepared  
Programmed  
Projected  
Proved  
Qualified  
Reconciled  
Reduced  
Researched  
Retrieved

### HELPING SKILLS

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

Facilitated  
Familiarized  
Guided  
Helped  
Mediated  
Moderated  
Motivated  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Supplied  
Supported  
Volunteered

### **MANAGEMENT SKILLS**

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

### **ORGANIZATIONAL SKILLS**

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

Processed  
Provided  
Purchased  
Recorded  
Registered  
Reserved  
Responded  
Reviewed  
Scheduled  
Screened  
Submitted  
Supervised  
Supplied  
Standardized  
Systematized  
Updated  
Validated  
Verified

### **RESEARCH SKILLS**

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 SKILLS**

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 SKILLS**

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