

# SOPHIE SOPHOMORE

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**Formatting:** Margins should be between .5-1” and font should be between 10-12 point.

**Contact Information:** Make sure your name is the most prominent piece of information on the document and that your e-mail address is professional.

## EDUCATION

Saint Joseph’s University  
*Bachelor of Science in Business Administration*  
Double Major: Risk Management and Insurance and Finance  
GPA: 3.5/4.0

Philadelphia, PA  
May 2023

**Education:** For sophomores, it is recommended to have your high school mentioned in this section. Spell out “Saint”; list your degree (“Bachelor” not “Bachelors”); Unsure of your degree? Check DegreeWorks. Include your graduation date vs. dates attended; List GPA if above 3.0.

Archbishop Ryan High School  
*Diploma*

Philadelphia, PA  
June 2019

## PROFESSIONAL EXPERIENCE

United States Liability Insurance Group  
*Intern*

Wayne, PA

December 2019-January 2020

**Headings:** Include organization name, location (city, state), your title, and dates. Use months and years for dates as opposed to semesters and make sure each section is in reverse chronological order by end date (work backwards with current positions at the top of each section). Be consistent with all spacing and formatting.

- Gathered and organized financial data using Excel to support underwriters’ decision making
- Created lead lists in new product areas to increase clientele in USLI’s professional lines department
- Processed renewal binders and contacted insurance agents to collect information needed to bind coverage
- Filed incoming material information forms into the company’s internal database creating a more organized system
- Passed IND 21 exam (Property and Liability Insurance Principles) & ARM 56 exam (Alternative Risk Financing)

**Achievement statements:** follow this formula: strong action verb + task + result. Use present tense verbs for current experiences and past tense verbs for past experiences.

## LEADERSHIP EXPERIENCE

Hawk Women Club, Saint Joseph’s University  
*Treasurer*  
*Member*

Philadelphia, PA  
September 2020-Present  
September 2019-May 2020

Gamma Iota Sigma, Saint Joseph’s University Chapter  
*Member*

Philadelphia, PA  
September 2019-Present

Field Hockey Team, Saint Joseph’s University  
*Division I Student-Athlete*

Philadelphia, PA  
September 2019-Present

- Awarded SJU’s Most Improved Player in the Fall 2018 season
- Manage time efficiently to devote 20 hours a week to practice while maintaining 12 credits and a 3.5 GPA

**Section headings** should reflect the information in that section; tailor your sections to relate to the employer.

## CUSTOMER SERVICE EXPERIENCE

Philadelphia Hotel  
*Waiter and Front Desk Attendant*

Philadelphia, PA  
June 2018-August 2019

- Delivered the highest quality customer service to guests, focused on exceeding expectations
- Secured room reservations and assisted guests with check-in and check-out procedures

When describing your experiences, highlight your **transferable** skills vs. limiting content to the daily tasks you completed.

Village Dry Cleaners  
*Clerk and Assistant Manager*

Flourtown, PA  
August 2017-May 2018

- Recognized for outstanding performance, resulting in promotion to Assistant Manager from Clerk
- Automated customer order system resulting in increased efficiency and customer satisfaction
- Trained and supervised approximately 15 employees in customer service and daily operations

**Quantify** your responsibilities and accomplishments when possible.