

# Resume Guidelines: Enterprise Risk Management

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## Build Your Resume

The main goal of a resume is to concisely describe how your experiences and education are relevant to the position for which you are applying. Proper formatting is important to ensure that a recruiter can pick out your most relevant accomplishments in the initial few seconds of scanning.

Refer to the sample resume on the back to see examples of the information provided below. Following these specific tips will help you tailor your resume to an enterprise risk management career:

### 1 Use an objective statement to highlight your interest area.

There are various career paths within enterprise risk management, and your resume should be tailored to your industry interest. Your employment objective is useful to communicate your interest in a particular position or track. An objective statement should be short and to the point.

### 2 Include your GPA.

Recruiters consider GPA an important factor when evaluating candidates. You should always include your cumulative average. If your cumulative average is below a 3.0, consider including your major GPA if it is over 3.0. You can calculate your major GPA through eLion.

### 3 Highlight relevant experience.

Recruiters are keenly interested in what you have accomplished during your internships or co-curricular projects. Be sure to describe your accomplishments instead of simply listing your job duties. Indicate how your actions improved outcomes. Use industry specific keywords and quantify your accomplishments where relevant. If you do not have relevant experience, focus on the transferrable skills from your experiences and activities such as leadership, teamwork, and communication. In pursuing a career in enterprise risk management, focus on communicating skills specific to these areas: strategic thinking, goal setting that helped a project/organization succeed, implementing new ideas, problem-solving, and an understanding of the role of internal control systems.

### 4 List leadership positions and/or activities.

This is an important section of your resume. Recruiters want to see that you are doing more than just going to class. The most desired skills ranked by recruiters are leadership, teamwork, and communication (both written and verbal), however, the job description may alert you to other soft skills required.

Many career paths in enterprise risk management require good presentation and negotiation skills. Describe your skills here in the same detail as you would in the relevant work experience section, noting your accomplishments.

### 5 List skills such as computer software knowledge that are relevant to the position.

Be sure to explain how you have used the skills through an activity, a project, or if you completed course work focusing on a specific program. Simply stating that you are proficient in Excel could be misleading to the recruiter.

## Resume Tips

When drafting your resume, be sure to always keep the following in mind:

- › Never embellish on your resume
- › Check and recheck for spelling/grammar mistakes
- › Keep your resume to one page
- › Always communicate skills in every bullet point
- › Make sure the layout of your resume is easy to scan

For more tips or to schedule a resume review, visit the resource sections of the Career & Corporate Connections website.

## Resources for Enterprise Risk Management Students

The following are helpful resources for students in the Enterprise Risk Management option at Smeal:

**Penn State Career Services**  
[studentaffairs.psu.edu/career/cic/](http://studentaffairs.psu.edu/career/cic/)

**Global Association of Risk Professionals**  
[garp.org](http://garp.org)

**The Risk Management Society**  
[rims.org/resources/careercenter/students](http://rims.org/resources/careercenter/students)

**Professional Risk Managers' International Association:**  
<http://www.prmia.org/>

Get involved in a discipline-specific student organization:  
[ugstudents.smeal.psu.edu/student-organizations](http://ugstudents.smeal.psu.edu/student-organizations)



## First and Last Name

Email Address • Phone

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**OBJECTIVE:** To obtain an entry level position in corporate risk management beginning June 2012 with special interest in operational and hazard risk

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### EDUCATION

**The Pennsylvania State University, Smeal College of Business** (University Park, PA) Class of May 2012  
Bachelor of Science: *Risk Management, Enterprise Risk Management* Cumulative GPA – 3.71  
Minors: *International Business and Statistics*

**The Institute at Palazzo Rucellai** (Florence, Italy) May 2010 – July 2010  
• Studied real estate, real estate investments, and art history

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### RELEVANT WORK EXPERIENCE

**Canon Financial Services** (Mount Laurel, NJ) June 2011 – August 2011  
*Risk Management Intern*

- Rotated through four departments learning about lease origination, credit underwriting, and documentation of leases
- Analyzed financial reports of a Fortune 500 company to extend a \$500,000 line of credit
- Prepared an excel report using pivot tables detailing the company's risk rating, financial history, relevant ratios, and pay history used by managers to approve the line of credit
- Implemented process improvements for monitoring compliance of internal financial reporting controls for five departments
- Performed detailed analysis of lease documents to ensure correct information for risk modeling
- Teamed with eight interns to plan and execute a social responsibility project to create a safe environment for an after grade school program

**Penn State Smeal College of Business** (University Park, PA) August 2011 – Present  
*Risk Management Department Teaching Assistant*

- Assist in exam proctoring and grading for 300 students across four class sections
- Work as a student liaison to promote Risk Management major to students and corporate contacts

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### LEADERSHIP/ACTIVITIES

**Penn State Enterprise Risk Management Club** (University Park, PA) September 2010 – Present  
*Corporate Relations Chair*

- Work with executive board to create club strategic plan and allocate finances for a yearly balanced budget
- Communicate with corporate recruiters to organize corporate networking events for 50 member club

**Penn State Triathlon Club** (University Park, PA) September 2010 – Present  
*Treasurer, Safety Officer*

- Manage individual reimbursements and vendor payments through oversight of \$3,500 travel allocation
- Communicate with sponsors, alumni, and students to manage club fundraising and gear
- Developed and implemented a risk management safety plan for 25 club events

**Penn State Lion Ambassadors** (University Park, PA) January 2011 – Present  
*Member*

- Lead visitor tours to encourage prospective students to attend Penn State

**Penn State IFC/Panhellenic Dance Marathon** (University Park, PA) September 2010 – April 2011  
*Entertainment Captain - Family Relations Liaison*

- Served as the interface between THON families and the entertainment committee to create new themes and programs for the world's largest student run philanthropy
- Collaborated with a group of 23 students to plan and manage events

**Family Relations Captain - Organization Leader** September 2009 – April 2010

- Managed relationships between 30 families and 60 Penn State organizations

**Penn State Homecoming** (University Park, PA) March 2010 – November 2011  
*Royalty Committee - Voting Captain*

- Organized the logistics of the nomination and voting processes for the Student Homecoming Court

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### SKILLS

**Excel Skills:** Completed five projects utilizing pivot tables and graph analysis through various course assignments

**HTML:** Created website using HTML code for course assignment

### WORK EXPERIENCE

**Penn State McCoy Natatorium** (University Park, PA) August 2009 – Present  
*Lifeguard and Swim Instructor*

- Work an average of 12 hours per week while maintaining full time student status

**Crestwood Country Day Camp** (Melville, NY) July 2009 – August 2010  
*Swim Instructor/Lifeguard*

## Skills and Industry Specific Language

The following are various keywords associated with the field of enterprise risk management that you should incorporate into your resume:

› **Keywords:** Strategic planning, project implementation, initiative, analyze, internal controls, risk analysis, scope, regulation, processes, capital allocation, decision making, communicate, reporting, liability, estimate, mitigate, trends, types of risk; financial, property, casualty, liability, political, and employment practice, market risk, risk modeling, advise, valuation, manage,

evaluate, project, evaluate, investments, trends, track, data analysis, monitor, develop, optimize, forecast, predict, integrate, strategy, enterprise, entity-level, portfolio of risk, align, governance, business environment, culture, structure and risk profile, negotiation, compliance, loss control, operational risk, hazard risk