

Resume Sample: Actuarial Science

The process of creating your resume may be confusing at times, and it might be difficult deciding what to include. Focus on the main goal of a resume, which is to describe your experience and education relevant to the position for which you are applying. Following the tips below is a great starting point when drafting your resume. You can stop by the Arts and Sciences Career Services Office during walk-in hours to have your resume draft reviewed (details about walk-in hours are found at <http://asccareerservices.osu.edu>). Additionally, some of the company recruiters who attend the Actuarial Science Club meetings may be willing to give you pointers on your resume.

- 1 Include your GPA. Actuarial Science recruiters consider GPA an important factor when evaluating candidates. You should always include GPA on your resume if your cumulative average is above a 3.0. If your average falls below that threshold, consider including your major GPA if it is over 3.0. You can find your major GPA on your degree audit.
- 2 Highlight professional examinations. Aside from GPA, having taken and passed SOA/CAS exams is the most important qualification for many employers. Every effort should be made to take these exams as early as your program of study allows. It is important to note that you can include pending exams on your resume. Usually, a resume only presents skills and experiences that have been completed or are in progress; an exception is made for pending actuarial exams.
- 3 Include technology and language skills. Technology and language skills are highly marketable to employers in the actuarial field. Be sure to include all software packages you have used for classroom assignments or independent research. Describe your level of language skill (e.g., proficient, advanced, fluent) for verbal and written levels.
- 4 Highlight relevant coursework. Employers are interested in confirming that you have completed coursework specific to your major as well as supplementary courses that provide transferable skills, such as business communications. It is important to focus on what courses are most relevant to the position for which you are applying. Read job descriptions carefully and customize your resume to include the courses that are truly most relevant to that specific job.
- 5 Emphasize relevant experience. The relevant experience section of your resume may consist of internships, research, tutoring, or part-time jobs that have allowed you to gain knowledge, skills and experience that relate to the opportunity you're seeking. The Additional Experience section (at the bottom of the resume example) includes items that are valuable but don't necessarily relate to your ideal job.

Feature accomplishments from internships. Recruiters are keenly interested in what you have accomplished during your internships or field related work experience. Be sure to describe your accomplishments instead of simply listing your job duties. Consider using Problem-Action-Result (PAR) statements to formulate your bullet points: Identify a problem or challenge you encountered during your internship, the actions you took, and the result your efforts achieved.
- 6 Include activities and leadership experiences. Recruiters are interested in well-rounded students who have integrated leadership roles and other activities into their undergraduate experience. When selecting entries for this section of your resume, there is no need to list every activity you have participated in. If one of your activities relates to the position for which you are applying, list it first. Not every entry needs a descriptive bullet as shown on this sample, as some activities entail duties that are commonly understood. For instance, volunteer roles with nationally known nonprofits can be kept to one line:

Habitat for Humanity Volunteer, Columbus, OH, March-August 2012.

Resources/Websites for Actuarial Students

FutureLink; <http://asccareerservices.osu.edu/futurelink/student>

Used to administer the on-campus recruiting program for the Actuarial Science Club.

Sloan Career Cornerstone Center;
<http://careercornerstone.org/index.htm>

Features podcasts and other resources describing career options in mathematics, actuarial science, and statistics.

The Society of Actuaries (SOA); <http://www.soa.org/>

Highlights professional development resources, links to networking organizations, information on exams and educational resources.

The Casualty Actuarial Society (CAS); <http://www.casact.org/>

Provides information on professional standards and practices as well as industry analysis and trends.

American Academy of Actuaries; <http://www.actuary.org/>

A leading voice for the industry, this site provides information on public policies affecting the profession.

Be An Actuary; <http://www.beanactuary.org/>

Sponsored by SOA and CAS, this site provides career resources for entry level and experienced practitioners in the actuarial field.

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1 EDUCATION
The Ohio State University
Bachelor of Science, major in Actuarial Science
Minor in Economics
Cumulative GPA: 3.3
Columbus, OH
Expected Graduation: May 2016

2 PROFESSIONAL EXAMS
Passed Society of Actuaries Exam P/Casualty Actuarial Society Exam 1 (Probability) September 2015
Sitting for SOA Exam FM/CAS Exam 2 (Financial Mathematics) February 2016

3 COMPUTER SKILLS

- Software: Access, Excel, Outlook, PowerPoint, Word; SAS
- Proficient in programming: C++ and Java

4 RELEVANT COURSEWORK

- Advanced Calculus
- Probability and Statistics
- Economic Models
- Business Communications
- Corporate Finance
- Foundations of Accounting
- Linear Algebra
- Life Contingencies
- Theory of Interest

5 RELEVANT EXPERIENCE
Nationwide Insurance
Actuarial Analyst Intern
Columbus, OH
May – August 2015

- Updated archived spreadsheets with current formulas
- Used Microsoft Excel to calculate formulas and create pivot tables
- Evaluated policy proposals based on new government tax code regulations
- Presented data in meetings and through email to departments and managers

The Ohio State University
Mathematics Department Tutor
Columbus, OH
August 2014-Present

- Reviewed lecture materials for algebra and calculus courses
- Administered quizzes and midterms; assisted with grading
- Held office hours for one-on-one tutoring

HONORS

- Ohio State Dean’s List (five terms)
- Mathematics Department scholarship (2013)

6 ACTIVITIES and LEADERSHIP
Actuarial Science Club, The Ohio State University
August 2012-Present

- Vice-President (2013-2014)
- Attend weekly employer presentations and professional development programs

Math and Physical Sciences Ambassador Program, The Ohio State University

- Mentored first and second year students regarding course selection and research opportunities

ADDITIONAL WORK EXPERIENCE
Bob Evans
Shift Leader
Columbus, OH
June 2012- Present

- Train new employees regarding corporate policies and procedures to ensure consistent customer experiences
- Provide superior service to customers in a fast paced environment during peak business hours

LANGUAGE SKILLS

- Proficient in Spanish, verbal and written