



Resumes

Resume Sample: Actuarial Science

The process of creating your resume may be confusing, 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 you are seeking. Following the tips below is a great starting point when drafting your resume. You can stop by the Center for Career and Professional Success office during walk-in hours to have your resume reviewed (details about walk-in hours are found at <http://asc-careersuccess.osu.edu>) or schedule an appointment with a Career Coach by logging into [Handshake](#). Some of the company recruiters who attend the Actuarial Science Club meetings may be willing to give you pointers on your resume, but you'll want to give them a polished draft!

Applicable Career Communities:



- 1. Include your GPA.** Actuarial Science recruiters consider GPA an important factor when evaluating candidates. You should always include your 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.
(Formatting example: GPA in major: 3.xx)
- 2. Highlight professional examinations.** Aside from GPA, taking and passing the 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 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 a 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

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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 do not necessarily relate to your ideal job.

6. 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.

7. 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, there is no need to list every activity in which you have participated. If one of your activities relates to the position for which you are applying, list it first. Also, not every entry needs a descriptive bullet as shown in 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 2018

Resources/Websites for Actuarial Students

- **Handshake**; www.handshake.osu.edu
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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Aba Kuss

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EDUCATION

The Ohio State University (OSU), Columbus, OH Expected Graduation: May 2021
Bachelor of Science, major in Actuarial Science, minor in Economics | GPA: 3.3/4.0
Honors: Ohio State Dean's List (five terms) | Mathematics Department scholarship (2018)

PROFESSIONAL EXAMS

- Passed Society of Actuaries Exam P/Casualty Actuarial Society Exam 1 (Probability) September 2019
- Sitting for SOA Exam FM/CAS Exam 2 (Financial Mathematics) February 2020

COMPUTER SKILLS

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

RELEVANT COURSEWORK

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

RELEVANT EXPERIENCE

The Ohio State University, Columbus, OH August 2017 - Present
Mathematics Department Tutor

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

Nationwide Insurance, Columbus, OH May 2018 - August 2018
Actuarial Analyst Intern

- 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

OSU ACTIVITIES and LEADERSHIP

Actuarial Science Club, *Vice President* August 2019 - Present

- Plan and lead bi-weekly membership meetings
- Coordinate with President to facilitate an employer networking reception for 40 students

Math and Physical Sciences Ambassador Program August 2019 - Present

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

ADDITIONAL EXPERIENCE

Crimson Cup, Columbus, OH May 2017 - August 2017
Barista

- Provided excellent customer service by managing cash register, preparing quality beverages, and maintaining a clean environment