

30 - 60 seconds Elevator Pitch

Start with EASE!

Education - Activities - Skills - Experience

What to include:

1

Education

- College, major & graduation date
- Include minors, certifications and special programs

2

Activities

- Highlight clubs, teams, activities & organizations both academic and extracurricular

3

Skills

- Describe relevant skills & knowledge

4

Experience

- Highlight any experience that is linked to your skills

Example:

1

Education

- Junior at RBS majoring in accounting. Graduating in May 2024

2

Activities

- Active member of RU Accounting Society as well as the treasurer of RU Women in Business

3

Skills

- Microsoft suite
- QuickBooks
- Communication
- Problem solving

4

Experience

- Private tax office helping handle tax returns.
- Managed budget for RUWIB



Example

"I am Marissa, and currently a junior at RBS. I am majoring in accounting, and I'll graduate in May 2024. I've been an active member of the Rutgers Accounting Society, as well as the treasurer of the RU Women in Business student organization. I've gained strong hands-on experience using QuickBooks and Excel, which have helped me effectively manage the budget for RUWIB. During tax season, I worked for a small private tax firm where I gained a basic understanding of handling tax returns as well as communicating with clients."

Next

I really enjoy tax accounting and am looking for internship opportunities for next summer. Can you tell me about your internship program?

Now it's your turn!

Fill in the blank

I am _____, and currently a _____ at RBS. I am majoring in _____, and I'll graduate in _____. I've been an active member of _____, as well as _____. I've gained strong hands-on experience _____ and _____ which have helped me _____. (Add work experience)