



Resume

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 Studio during walk-in hours to have your resume draft reviewed (<https://asccareersuccess.osu.edu/career-studio>) or schedule an appointment with a Career Coach on Handshake. 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 a very important factor when evaluating candidates. You should always include your GPA on your resume if your cumulative average is above a 3.5. If your average falls below that threshold, consider including your major GPA if it is over 3.5. You can find your major GPA on your degree audit.
- 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 exams that you have taken even if the results are still pending. Additionally, if you have exams scheduled for future dates, include these as well.
- 3. Include language and technology skills.** Language skills are highly marketable to employers in the actuarial field. Be sure to describe your level of language skill (e.g., proficient, advanced, fluent) for verbal and written levels. Additionally, it can be helpful to include programming languages in which you are proficient.
- 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 communication skills. 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, and/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 do not necessarily relate to your ideal job.

Want more? Connect with a Career Coach for personalized job search strategies!

Career Success | 100 Denney Hall, 164 Annie & John Glenn Ave | asccareersuccess.osu.edu | asccareer@osu.edu



- 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. Utilize the Action-Issue-Result (AIR) framework to formulate your bullet points: Identify the action you took to address a specific issue and the result your efforts produced.
- 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 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 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.

Want more? Connect with a Career Coach for personalized job search strategies!

Career Success | 100 Denney Hall, 164 Annie & John Glenn Ave | ascareersuccess.osu.edu | asccareer@osu.edu

Aba Kuss

Columbus, OH | (440) 700-7000 | kuss.0@osu.edu | linkedin.com/abakuss

PROFESSIONAL EXAMS

- Passed SOA Exam P (Score: 8) June 2025
- Sitting for SOA Exam FM Scheduled August 2025

EDUCATION

The Ohio State University, College of Arts and Sciences Columbus, OH
Bachelor of Science, Major in Actuarial Science, Minor in Economics May 2026
Honors: Ohio State Dean's List (five terms) | Mathematics Department scholarship (2024) GPA: 3.7

RELEVANT EXPERIENCE

The Ohio State University, Department of Mathematics Columbus, OH
Tutor August 2024 - Present

- Reviews lecture materials for algebra and calculus courses and checks homework assignments for accuracy
- Administers quizzes and midterms; assists with grading
- Leads one-on-one tutoring with students to enhance comprehension of course materials
- Holds half-hour meetings with about 30 students per week

Nationwide Insurance Columbus, OH
Actuarial Analyst Intern May 2025 - August 2025

- Updated archival spreadsheets with current formulas
- Utilized Microsoft Excel to calculate formulas and create pivot tables
- Evaluated 5 policy proposals based on new government tax code regulations
- Presented data in meetings and through email to department heads and managers

RELEVANT COURSEWORK

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

LEADERSHIP AND ACTIVITIES

OSU Actuarial Science Club Columbus, OH
Vice-President August 2021 - Present

- Attends one weekly employer presentation or professional development program
- Coordinates 8-10 faculty and industry visits annually to present at meetings, engaging up to 50 students per session

OSU Math and Physical Sciences Ambassador Program Columbus, OH
Ambassador August 2021 - Present

- Mentors first and second year students regarding course selection and research opportunity
- Addresses mentee questions and concerns in an empathetic manner

SKILLS

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