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| **SAMPLE RESUME** |

Single Space, 0pt Before & After Line Spacing. Narrow Margins (.5”)-

12pt font for contact information, 10 or 11 point for body of your resume

**Your [Name] in 18-24 Point, Bold**

[Physical Address]●[Phone Number]●[Email Address]●[LinkedIn address]

**Headline [**Position sought, Availability semester/date**]**

*Or*

**SUMMARY**

[Seeking position, start date with type of company (or industry), utilizing skills (~3)]

**EDUCATION**

**[University Name] [City], [State]**

*Bachelor of [Business Administration/Science] in [Major]* Expected [Month and year of Graduation]

*Minor*

* **GPA:** [xx] / 4.0; [GPA optional- only if 3.0 or higher]
* **Honors:** [xx]
* **Relevant Coursework:** [List classes related to your career goals]

**RELEVANT PROJECTS/RESEARCH** [Optional – not required if you have a lot of relevant experience]

**[Project Name**] **[City], [State]**

*[College/ organization]* [Month & Year Start Date] – [Month & Year & End Date]

* List accomplishments and what you learned/skills you gained
* Use active verbs to integrate transferable skills into your bullets to better explain what you did
* Whenever possible, be sure to quantify by using stats and figures to back up your impact on the project

**WORK & LEADERSHIP EXPERIENCE** [List in reverse chronological order]

**[Company Name**] **[City], [State]**

*[Position Title], [Group Name]* [Month & Year Start Date] – [Month & Year End Date]

* + - Put your strongest selling point first! Look at the job description to garner what is most important to employer
		- Focus on actual accomplishment and results, not just job duties
		- Provide details regarding the context of your responsibilities and how it impacted the organization
		- Quantify any results whenever possible and use industry keywords (found in job description)

**[Company Name**] **[City], [State]**

*[Position Title], [Group Name]* [Month & Year Start Date] – [Month & Year End Date]

* Begin each bullet point with a strong active verb
* Be consistent with your tenses; if it happened in the past, use past tense
* Avoid repetition; try not to use the same words and/or phrases over and over again

**SKILLS** [You can also use columns to format]

**Technical skills:**

**Language skills: -** [Has to be conversational]

**Industry-Specific skills:** [Optional – some industries have many, some have none]

**ACTIVITIES/HONORS/INVOLVEMENT** (If you held a leadership position, describe accomplishments)

**Professional Association, Title** **[City], [State]**

*Brief description* [Month & Year Start Date] – [Month & Year End Date]

**Student Organization, Title** **[City], [State]**

*Brief description* [Month & Year Start Date] – [Month & Year End Date]