

NAME (in a bigger font size, possibly bold)

Address closest to where you're applying

email@bc.edu | (000) 867-5309

EDUCATION (also in a slightly bigger, but smaller than your name, font size)

Boston College Carroll School of Management | Chestnut Hill, MA

May 2018

Bachelor of Science in Management, Concentration in Blablabla, Minor in blablabla

GPA: 3.257, Major GPA: 3.987 (do NOT round—this should reflect your degree audit exactly) (list if above a 3.0, you can also include your major gpa in addition to your cumulative if it is higher)

Study Abroad School | City, Country

Fall 2016

Studied courses in International stuff (be more specific but keep it succinct)

Ritz High School | City, State

May 2014

Only include if this is relevant for alumni connections

EXPERIENCE (aka PROFESSIONAL EXPERIENCE, WORK EXPERIENCE, RELEVANT EXPERIENCE)

Organization | City, State | Position

Month Year – Present

- 3-4 bullets describing your experience, be results-oriented and data-driven
- Think of each bullet as 2 part—WHAT you did, HOW it impacted the organization
- Use present tense for current positions, past tense for previous positions
- Be direct and use words such as coordinate, manage, direct, collaborate, drive, lead, create, develop

Organization | City, State | Position

Month Year – Present

- Talk up the experiences you have a lot to say about, for less relevant experiences, describe them in 1-2 bullets
- Use numbers wherever you can, if you received a promotion, mention it
- You can also put leadership experiences in this category, depending on what's most relevant
- Be specific, name your skills, name the platforms you used—think what will be useful to the employer who's reading this—Look how they impacted this organization—imagine the ROI we'll get with them!

ACTIVITIES (aka LEADERSHIP EXPERIENCE, VOLUNTEER ACTIVITIES, EXTRACURRICULARS)

Organization | City, State | Position

Month Year – Present

- Follow the same format as above
- Depending on how much you want to talk about this/ where you want to put the emphasis in your resume, you can do more or less bullets, still keeping them between 1-4

Organization | City, State | Position

Month Year – Present

- In terms of making this whole resume pretty, keep your margins at .5-1 inch around (.5 on the top always)
- Use bold, italics to differentiate your headings, consider using lines to break up your sections
- Use clean, easy-to-read fonts. Some recommendations—for modern (sans serif)- consider Arial, Arial Narrow, Gill Sans, Abadi, Calibri, Candara; for traditional (serif)- Times New Roman, Cambria, Century, Garamond, Georgia, **SAVE YOUR RESUME AS A PDF BEFORE SENDING!!!!**

SKILLS & INTERESTS (OR AWARDS, CERTIFICATIONS, ETC BUT YOU MUST HAVE INTERESTS!!)

- Technical: Include any specific programs/ social media platforms/ ad managers/ etc—ie Google Adwords
- Language: Only include languages you are at least conversant in and put your level of proficiency
- Interests: include 2-5 interesting interests, the interviewer will use these because either they have shared these interests or because they want to see you get excited about something, don't just say 'sports' say avid MLB fan, don't just say history, say Cold War Era History, etc.