

FIRSTNAME LAST NAME

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EDUCATION

Brigham Young University – Idaho Bachelor of Science, Business Management Anticipated graduation
Month/Year ▶ Apr 2020
 Minor could be replaced with certificate ▶ Minor: Accounting ▲ Major must be officially declared Overall GPA: 3.91 / 4.00
Do not round GPA; ▲
truncate after two decimal places

EXPERIENCE

Denote work experience by months and year; be consistent throughout experience section
Use MMM YYYY (e.g. Sep 2017) ▼

Current Employer – Position/Title; City, State MMM YYYY - Present

[Optional] Company descriptor here in italics to describe unfamiliar companies—Keep to 1 line

- [Showcase transferable skills/strengths from former positions that are most relevant to desired position or industry]
- [Resume bullet = strong action verb + description of activity or skill + measurable end result / accomplishment and/or purpose]
- [Use a variety of strong action verbs at the beginning of bullets—do not begin a bullet with a weak or missing verb (e.g. Responsible for... Assisted with... Worked on... Helped...)]
- [Resume bullets are not sentences—remove pronouns (I, me, my, we, us, our)]
- [List experience in reverse chronological order]

Internship – Position/Title; City, State MMM YYYY - MMM YYYY

- [Recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy bullet text and inconsistencies]
- [Try to use at least two bullets for each work experience; do not use periods at the end of each bullet]
- [Write numbers from zero through ten as words and write numbers above ten as numerals; money is denoted: \$1K, \$1M, \$1B]
- [Avoid resume bullets with a “hanging word”—single words on their own lines]

LEADERSHIP, ACTIVITIES, HONORS

Organization – Position/Title SS YYYY - Present

- [Showcase transferable skills/strengths from extracurricular activities that are most relevant to position or industry]
- [If you list an activity on your resume be prepared to discuss it in a meaningful way in an interview]
- [List leadership involvement in order of importance not reverse chronological order]

The Church of Jesus Christ of Latter-day Saints – Full-time Missionary MMM YYYY - MMM YYYY

List official name/ location of mission

- [Employers cannot discuss religion in interview, do not reference your mission. List weekly hours worked, responsibilities, team building, etc. but do not list positions like DL,ZL,AP as they are not commonly known]

Course/Client Projects

- [Showcase transferable skills and roles played in completing project] SS YYYY

Integrated Business Core (IBC) SS YYYY

List name of company

- Describe the IBC experience including business life cycle, ROI, leadership opportunities
- Include transferable skills gained from the business

ADDITIONAL INFORMATION

- Computer Skills: MS Word, Excel, PowerPoint, Access, SPSS, Java, VBA, SQL, STATA, R ◀ Only list MS Office programs you have advanced knowledge in
- Certifications: Microsoft Office Specialist Certification (2015), Bloomberg (in progress)
▲ Only include certifications that are relevant to the position/industry you are pursuing; include name of certificate/licensure & year received; place academic certificates in the education section of the resume
- Languages: [Fluent, Working Knowledge, Conversational, or Basic Knowledge] in [languages other than English]
- Work Eligibility: [Eligible to work in the U.S. with no restrictions] or [Eligible to work in the U.S.; will require visa sponsorship for full-time employment] ◀ Non-U.S. citizens on F-1 visa use this verbiage

FORMAT TIPS CONTENT TIPS