**YOUR NAME**

yourname@bc.edu (no hyperlink/line), 617-656-0000 Your Boston College address here, Chestnut Hill, MA 02467 Your home address here, Any Town, CA 01000

|  |  |
| --- | --- |
| **EDUCATION** |  |
| **Boston College** | Chestnut Hill, MA |
| College of Arts and Sciences (optional *full, formal* name of school you are in) |
| Bachelor of Arts /Science in Major Minor (if you have one) | anticipated May 200x |
| GPA 3.xx (incl. GPA if > 3.00, do NOT round up) |  |
|  |  |  |  |

Honors/Awards: Dean’s List, Golden Key, AHANA Honor Roll

|  |  |
| --- | --- |
| Relevant courses (optional) (if applicable - | no more than 4-5 upper level classes ) |
| **Abroad University**, City, Country | Spring Semester, 200x |
| Studied (courses/subjects included) |  |
| **EXPERIENCE** |  |
| **Name of Organization** City, State | Start date - end date |
| *Job title* |  |

* Describe any accomplishments that you achieved at your job
* Explain what you did, how you did it, why you did it, and what the results were
* Whenever possible, quantify the number of people/items/data that you worked with ( Use present tense for verbs describing jobs that you are currently performing)

**Name of Organization** City, State Start date - end date

*Job title*

* Describing Accomplishments: Result + Action + Problem/Project = good bullet point
* **Sample vague bullet point**: Assisted with general upkeep and organization of homelessshelter
* **Sample good bullet points:** Prepared and served meals to 50 homeless male residents;Maintained organization of supply closet and distributed resources to residents as needed; Acted as a liaison between program participants and staff members.

**VOLUNTEER EXPERIENCE and/or ACTIVITIES**

**Name of first Organization** City, State

Start date - end date

*Title*

* Focus on a few key skills that your industry is looking for, and demonstrate how you used those skills through the description of the tasks/projects you accomplished at your job.

**Name of second Organization (**brief description if necessary) City, State Start Date - end date*Title*

* Remember to be consistent; punctuation at the end of the phrases is not necessary unless you are using paragraph formatting

**ACTIVITIES Section**: List each organization (add an action verb phrase describing an acquiredskill if you have space)

**SKILLS**

**Computers**: Microsoft Excel, PowerPoint, Word, and any other relevant computer skillsor languages

**Language:** List all languages you are fluent or proficient in or currently studying, iflisted as fluent, should be able to conduct interview in that language.

*The resume samples included in this packet should be used as a starting point for visual models and general guidelines. Be sure to view all of the samples below for various styles/formats and resume tips. Please note that a small number of examples are show below. Each student is encouraged to construct a resume that fits his/her need.*