

# FIRST NAME I. LAST NAME

FirstName\_LastName@ulm.edu  
(Area Code) Phone-Number  
LinkedIn URL (Optional)

## EDUCATION

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### UNIVERSITY OF LOUISIANA MONROE

May 20xx

**Business Administration**, GPA #.## [Optional, only if 3.00 or higher]

- Scholarship(s)/Activities/Achievement(s)/Honor(s)
- Other possible info to include: Study Abroad, International Experience and/or Relevant Coursework

## EXPERIENCE

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**COMPANY NAME** – City, State [abbreviated e.g. LA] or City, Country [if non-US location]      Month 20xx- Month 20xx  
*Optional, company descriptors are in italics to describe unfamiliar companies. Keep to 1 line*

### Job Title

- In this section include bulleted accomplishment statements, which provide examples of times you have successfully used the skills employers are seeking
- Consider the following questions to help you create more effective bullet points: What was the result/outcome of your work? What were your accomplishments? How did you help the organization? What skills/knowledge did you enhance? How does this experience relate to your internship/employment goal?
- Begin bullets with a variety of verbs to avoid repetition (e.g. Led, Directed, Supervised)
- Open resume bullets with direct action verbs and AVOID “Responsible” or “Assisted”
- Use Times New Roman font; font sizes: Name, 16; Major Section Headings, 12; Text: 11

**COMPANY NAME** – City, State [abbreviated e.g. LA] or City, Country [if non-US location]      Month 20xx- Month 20xx  
*Optional, company descriptors are in italics to describe unfamiliar companies. Keep to 1 line*

### Job Title

- Avoid resume bullets with 1-2 words on the 2<sup>nd</sup> line
- Do not adjust margins or spacing between lines; keep to one-page maximum for on-campus resume
- Remove any hyperlinks to your email or LinkedIn profile
- Remove grammar or spelling underlines in MS Word and create .doc(x) and .pdf versions
- Save your resume file as “First Name Last Name Resume Date” (ex: John Doe Resume 7-12-16)

**COMPANY NAME** – City, State [abbreviated e.g. LA] or City, Country [if non-US location]      Month 20xx- Month 20xx  
*Optional, company descriptors are in italics to describe unfamiliar companies. Keep to 1 line*

### Job Title

- Include 1 high school internship/project only if it DIRECTLY relates to your target career goals
- Avoid multiple sentences in a single bullet point; the semi-colon is your friend
- Do not use a period at the end of your bullet points

## LEADERSHIP AND COMMUNITY INVOLVEMENT

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**ORGANIZATION NAME, Title, City, State**      Month 20xx- Month 20xx

- Positions within this section should be formatted like previous experience sections, but may or may not include bullet points
- In an additional experience section, you can include work experiences that may not be directly related to the job you are applying to, but add to your credibility by exemplifying a progressive work history

**ORGANIZATION NAME, Title, City, State**      Month 20xx- Month 20xx

- Numbers: K=thousands, M=millions, B=billions, +=more than [e.g. \$50M+], <less than [e.g. <2%], sf=square feet
- All numbers should be digits, not words [e.g. 8, not eight]

## ADDITIONAL INFORMATION

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- Use this section to include information like language abilities, technology skills beyond MS Office, coding languages
- US permanent work authorization [only for international students with the right to work in the US]
- *Optional:* List hobbies and interest to use as an ice breaker