

NAME

Address

Phone

Email

SUMMARY OF QUALIFICATIONS *(Optional)*

EDUCATION

Simmons College, Boston, MA

Master of (Name of Degree), anticipated Month Year

GPA: *(Optional)*

Name of College *(Omit if Simmons College)*, Boston, MA

Bachelor of Arts/Science in Major(s), Month Year

GPA: 3.75

Honors:

Study Abroad:

Leadership/Activities (Alternatively, place LEADERSHIP EXPERIENCE or EXTRACURRICULAR ACTIVITIES heading after EXPERIENCE)

EXPERIENCE

(List employers in reverse chronological order, highlighting your skills and accomplishments)

Employer, City, State

(Use years not months when possible)

2009-2010

Title

- Bullet accomplishments (Challenge + Actions + Results)
- Chose action verbs like “Organized client files,” NOT “Responsible for organizing client files.”
- Show a positive result of your actions, i.e., “creating a time-saving system used daily by attorneys.”

Employer, City, State

(Justify dates to right margin.)

Summer 2008

Title

- Match skills to job requirements.
- Prioritize your bulleted accomplishments by listing them in order of importance.
- Do not repeat the same accomplishments again in multiple positions. Reword or omit.
- Avoid using abbreviations and personal pronouns (I, me, their, etc.).

Employer, City, State

(Do not bold date or cities and states)

2007

Title

- Keep your resume to one or two pages, and make your margins a half to one inch.
- Put your name and “Page 2” on the top of the second page.

SKILLS

Computer: Proficient in Photoshop; InDesign; Microsoft Excel, PowerPoint, Word

Languages: Fluent in Spanish. Conversational in French

PROFESSIONAL AFFILIATIONS

(Include membership dates)

VOLUNTEER EXPERIENCE or COMMUNITY SERVICE

***Remember, a resume is not a laundry list of everything you have ever done, but rather a “marketing tool” that highlights your major accomplishments and experience related to the job for which you are applying.*