**YOUR NAME**

youremail@bc.edu (no hyperlink/line)|your phone number

your street address, City, State (this is optional)

**EDUCATION**

**Boston College**, **Full name of specific college here**  Chestnut Hill, MA

*Bachelor of Arts/Science in Major, Minor in XXX* (if applicable) May 20xx

Overall GPA: 3.xx (incl. GPA if > 3.00)

* Honors: (optional, if applicable)
* Relevant courses: (optional, if applicable - no more than 4-5 upper level classes)

**WORK & LEADERSHIP EXPERIENCE\*** (Title accordingly based on your personal experience and what you want to highlight most prominently to employers. See possible title headings below. Listed experiences can be paid or unpaid, volunteer, extracurricular or leadership experiences)

**Name of Organization** City, State

*Your title Start Month and Year – End Month and Year or Present* (Experiences should be listed in reverse chronological order with your most recent experience at the top of each section)

• Starting with a strong action verb (present tense for verbs describing jobs that you are currently performing, example: Collaborate; past tense for verbs describing jobs that you performed in the past, example: Collaborated), describe accomplishments that you achieved during this experience

• Explain what you did, how you did it (skills strengthened), why you did it (purpose), and what the results were (outcome)

• Whenever possible, quantify the number of people/items/data that you worked with

• Describing Accomplishments**: Result + Action + Problem/Project** = good bullet point

• **Sample vague bullet point**: Helped customers find items in the store

• **Sample good bullet point:** Provided excellent customer service by addressing questions and concerns, communicating merchandise knowledge, and promoting sales to reach daily revenue quota

**VOLUNTEER EXPERIENCE\*** (Title accordingly based on your personal experience. Use this section to highlight key experiences that do not fit squarely within the first section. Oftentimes volunteer and leadership experience is highlighted in this second section.)

**Name of Organization** City, State

*Your title Start Month and Year – End Month and Year*

• 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 in this role.

**SKILLS** (Use this section to call attention to hard skills [language and computer skills] relevant to positions of interest. Do not include “soft skills” such as communication skills or teamwork in this section as they will be addressed in interview)

**Computer:** List all computer programs for which you have proficiency (e.g. Microsoft Office Suite, R, Python)

**Language:** List all languages for which you have familiarity. Feel free to specify level of proficiency (e.g. Spanish (Native), Portuguese (Fluent), French (Conversational)

**\*Possible Categories/Titles** (prioritize based on your experience/relevance to position of interest)

|  |  |
| --- | --- |
| **Internships or Practicums** | **Accomplishments, Achievements, or Awards** |
| **Leadership Experience** | **Professional Affiliations/Memberships** |
| **Campus Involvement** | **Professional Development** |
| **Community Service/Service Learning** | **Athletics** |
| **Certifications** (if relevant and current/up-to-date) | **Research** |
| **Licensures** | **Publications** |
| **Mentoring Experience** | **Professional Presentations** |
| **Teaching Experience** | **Shadowing Experience –** for pre-health professions |
| **Computer Software or Technology Skills** | **Study Abroad and/or International Experience** |
| **Languages** | **Special Interests –** related to your career industry |