**YOUR NAME**

yourname@bc.edu (no hyperlink/line), 617-656-0000

Your address here, Chestnut Hill, MA 02467

**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) December 200x

GPA 3.xx (incl. GPA if > 3.00, do NOT round up)

Honors/Awards: Dean’s List, Golden Key, AHANA Honor Roll, etc. (if applicable)

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

**Skills** (optional - related to the position you’re applying to)

• Event management • Customer service

• Social media marketing • Managing on-going documentation and logs

• Building community and programs • Adobe Premiere, Illustrator, and Photoshop

**Experience**

**Your title**,Name of Organization,City, State

*Start Month and Year – Present*

• Starting with a strong action verb (present tense for verbs describing jobs that you are currently performing, example: Collaborate), 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 points:** Provided excellent customer service by addressing questions and concerns, communicating merchandise knowledge, and promoting sales to reach daily revenue quota

**Volunteer Experience**

**Your title**,Name of Organization,City, State

*Start Month and Year – Present*

• 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. Be consistent throughout.

**Optional Categories/Titles for All Majors (if applicable) \* *Prioritize each, include any additional relevant titles***

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| **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 |