

RESUME TEMPLATE & RESOURCES

Your resume is not your career life-story. It is a self-marketing tool that encourages potential employers to learn more about you. This means you must selectively present information that demonstrates how and why you are qualified for the job you are applying. It is important to keep in mind that a resume is designed to get you an interview – not a job. Your ability to tell your success story and market yourself is how you will land a job. Your resume is your opportunity to stand out, to show your unique contributions and accomplishments, and to entice the potential employer enough so they will have the desire to call you for an interview. In this fast-paced competitive job market, this is no small task.

Use the required template to create your one-page resume:

- **Do not alter the format** – keep items in the template that are in bold font bold, italicized font italicized, and indented items indented
- **Do not cut & paste contents and/or bullet points from another resume into the template** – this may alter the format of the template
- **Do not alter the type of font** (it needs to be in Times New Roman) **or change the type of bullet point used in the template**
- **Do not add, delete, or rename sections in the template** – the EDUCATION, followed by EXPERIENCE, followed by ADDITIONAL section sequence in the template may not be altered

Your resume is a truthful representation of who you are. Do not falsify past experiences; do not copy contents and/or bullet points from another person's resume; do not have someone else draft your resume for you! Some of you may not be able to provide all of the information outlined in the template and others will have difficulties fitting everything onto one page. The following are resources to assist you and get you started:

- JSO Resume and Cover Letter Writing Workshops
- The Career Management Library, Vault.com, and other resources available to you on GTO
- The University Writing Center (<http://services.pepperdine.edu/seaver/writingcenter/>)

As you are working on your resume, remember these key points:

- The five graduate business skill areas that should be reflected on your resume are:
 1. Analytical ability
 2. Creative thinking or problem solving ability
 3. Leadership experience or potential
 4. Achievement and value-added results
 5. Technical savvy or knowledge of relevant business tools

Resume mistakes to avoid:

- Including objectives – it is obvious your goal is to obtain the position of application
- Including information that is too personal (age, sex, marital status, nationality, attaching your photo)
- Listing references
- Providing too many details and information – instead make sure you have key words or phrases, valued-added statements, and hard-hitting facts in your resume
- **Spelling and grammatical errors, typing errors, poor format, and other blatant errors**

*** WHEN UPLOADING YOUR RESUME ONTO GTO, DO NOT UPLOAD THIS PAGE – UPLOAD ONLY YOUR RESUME!**



YOUR NAME HERE

1234 Main St., Apt. #1, Malibu, CA 90045
310-000-0000 | yourname@pepperdine.edu

EDUCATION

Pepperdine University, Graziadio School of Business and Management

Malibu, CA

Degree, Concentration <if applicable>: **GPA: 3.70** <if over 3.7>

Month & Year Grad

- Club leadership roles; case/business plan competitions; awards/scholarships; international experience
- Memberships, organizations, held and volunteer work <relevant work only>

University of Wherever

City, State

Degree, Major: **GPA: 3.50** <if over 3.5>

Month & Year Grad

- Club leadership roles; awards/scholarships; international experience
- Memberships, organizations, held and volunteer work <relevant work only>

EXPERIENCE <reverse chronological order>

Company Name, City, State

Dates

A two-line overview of your essential role in this company, including the type of services, products, market share information about this company.

Most Recent Job Title (Duration)

- Start writing about your accomplishments (in phrases) by using powerful action verbs and identifying the skills you used that are most relevant to the target position
- Do not focus on the tasks that you performed, but rather focus on what you accomplished by performing the tasks. Describe the action you took, state specifics about what you did, and quantify the size and scope of your projects
- Prioritize your accomplishments relative to the target position, and do not duplicate information

First Job Title (Duration)

- Dedicate more space to accomplishments that directly relate to the position you are seeking
- Action you took, specifically what you did, results

Company Name, City, State

Dates

A two-line overview of your essential role in this company, including the type of services, products, market share information about this company.

Job Title

- Follow the same format as above starting with an accomplishment (*show measurable results where possible*) from THIS job, illustrating a skill needed in the NEW job/industry you are targeting
- Another accomplishment from this job, key roles or contributions made while there
- Another activity from this job, illustrating a skill needed in the new job

Company Name, City, State

Dates

A two-line overview of your essential role in this company, including the type of services, products, market share information about this company.

Job Title

- Relevant actions taken, accomplishments, results

ADDITIONAL <only provide information that offers value relative to your target area>

- Memberships & Affiliations/Volunteer Work <not academic in nature>
- Languages you are fluent or knowledgeable in
- Business software applications, hardware, that you are proficient in <not just MS Office>
- Relevant, unique, special interest or achievements <this should not be a long list of hobbies>



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