

YOUR NAME

City, State Zip Code • (512) 555-5555 • E-mail address (no hyperlink)

EDUCATION

Current/Previous Institution – City, State

Degree (please use the following format: *Bachelor of Name of Degree in Major*)

Month Year

- Minor: (if applicable)
- GPA: X.XX; GMAT: (optional; recommended if 660 or above)

Previous Institution – City, Country (if applicable)

Study Abroad

Month - Month Year

- Completed (number) hours of (type) courses

EXPERIENCE

Most Recent Employer – City, State

Month Year - Month Year

Position Title

- Create a powerful bullet that includes: **a skill you want to market** (beginning of bullet), the **context details** (usually in the middle - choosing the strongest details of a who, what, where, or how) and then add a **result**
- **(Weak bullet)** Prepared tax returns for a variety of clients
- **(Strong bullet)** Prepared corporate tax returns for two international clients, resulting in \$30K+ in tax savings

Previous Employer – City, State

Month Year - Month Year

Position Title

- Verbs should be in past tense if the experience has ended, and present tense if the experience is current
- Use a variety of verbs at the beginning of bullets to avoid repetition (e.g., led, supervised, and directed)
- Bullets that contain all elements (marketed skill, context, and accomplishments) should only be **one to two lines**

ACTIVITIES (optional)

Organization Name – City, State

Month Year - Month Year

Position Title

- Showcase **transferable skills** and achievements that are most relevant to the position or industry of interest

Name of Course, Institution – City, State

Month - Month Year

Role in Project – Project Title

- If desired, include relevant school projects or assignments that highlight your abilities
- **Do not include course number** (e.g. BA 324)

ADDITIONAL

- Honors: Award Title (Semester Year), Award Title (Semester Year) (starting with the most recent award on left)
- Language Fluency: Native, Advanced, or Conversational for languages other than English (optional)
- Technical Skills: (optional; only list relevant skills. We encourage indicating within the bullet points above how you used the technology)
- **Work Eligibility:** Eligible to work in the U.S. with no restrictions (for U.S. citizens and permanent residents)
- **Work Eligibility:** Eligible to work in the U.S.; will require visa sponsorship for full-time employment (for non-U.S. citizens on F-1 visas)
- **Work Eligibility:** Unknown (if neither of the above options apply, or if you are unsure of your status)

YOUR NAME

City, State Zip Code • Phone • E-mail address (no hyperlink)

ADDITIONAL INFORMATION

OPTIONAL: While your resume is limited to one page, you may attach this form to document additional experiences that you would like to be considered for admission purposes. This may include, but is not limited to, a future position you have already secured.