

Use 14-18 pt., bold font to delineate name →

FIRSTNAME LASTNAME

Use professional email address ← Remove hyperlink

FirstName.LastName@itesm.mx

Local Street Address, Apt. ### • City, State Zip • (###) ###-###-#### Complete Address apply if you live in USA or Canada

EDUCATION

Tecnológico de Monterrey, Campus Monterrey Undergraduate Program (Major) Semester XXXX

[List International University] - Abroad Studies List Major, City, State Overall GPA: XX Graduation Date → Semester XXXX
Do not round up GPA↑

Denote work experience by months or semesters & year.
Be consistent throughout experience section ↓**EXPERIENCE**

Current Employer - Position Title; City, State Month XXXX - Present

Company descriptor here in italics to describe unfamiliar companies—Keep to 1 line [Optional]

- [Resume bullet = **Strong ACTION VERB** + Description of **ACTIVITY** or **SKILL** + **End RESULT /ACCOMPLISHMENT** and/or **PURPOSE**]
- [Use a variety of strong action verbs at the beginning of bullets and avoid repetition (ex. Led, Supervised, etc.)—do not begin a bullet with a weak or missing verb (e.g., Responsible for... Assisted with... Worked on... Helped...)]
- [Include specific actions and measurable results—specify how many people you managed, amount of money saved, earned or managed, percent of sales gained or savings gained by process improvements]
- [Showcase the transferable skills/strengths from former positions that are most relevant to desired position or industry]
- [Resume bullets are not sentences—remove pronouns (I, me, my, we) and limit articles (a, an, the) and helping verbs (had, have, may, might, forms of “to be”: am, is, are, was, were) when writing resume bullets. These words are assumed by the reader]
- [List experience in reverse chronological order. Use present tense for current positions and past tense for previous experiences]

Previous Employer - Position Title; City, State Month XXXX - Month XXXX

- [Recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy bullet text—edit carefully]
- [Be consistent with non-use of periods at the end of each bullet—try to use at least two bullets for each work experience]
- [Use a consistent font throughout header, section headings, and content sections]
- [Write numbers from zero through ten as words and write numbers above ten as numerals. Money is denoted: \$1K, \$1M, \$1B]
- [Avoid resume bullets with a “hanging word” —single words on their own lines]
- [There is a full space between different sections, schools, and employers—be sure spacing is consistent]

ACADEMIC PROJECTS ← Only include this section if you have made a significant contribution to an academic project (preferably in upper-division coursework)

Type of Project (e.g., Web Design, Research, etc.) - Client: Name of Client Semester XXXX

- [Start with a verb, describe contributions you made to the project—include specific actions and measurable results]

Typically, leadership experience will be denoted by semester & year ↓

LEADERSHIP EXPERIENCE AND ACTIVITIES

Organization - Position Semester XXXX - Present

- [Showcase transferable skills/strengths from your extracurricular activities that are most relevant to desired position or industry]
- [If you list an activity on your resume be prepared to discuss it in a meaningful way in an interview]
- [List leadership involvement in order of importance or reverse chronological order. If you were president of a student organization, feel free to list that first, even if it's not a business organization.]

HONORS

- [Showcase honor or achievement by title] Semester XXXX
- [If possible, note semester awards (e.g., University Honors - number of times recognized)] Semester XXXX

ADDITIONAL INFORMATION ← Do not include personal information such as birth date, marital status, or religious affiliation

Computer Skills: MS Word, Excel, PowerPoint, Access, SPSS, Java

Languages: [Fluent, Working Knowledge, Conversational, or Basic Knowledge] in [languages other than English]

Interests: Ultimate Frisbee, Bass Guitar ← Unique interests and/or transferable skills showcased should be interesting to be a “conversation starter” [Optional]

Work Eligibility: Eligible to intern in the U.S. during or immediately following exchange program with visa extension and approval from The Tecnológico de Monterrey International Office

↑ J-1 Students who are looking for an internship in the U.S. use this verbiage

Eligible to work in [home country] with no restrictions; will require visa extension and approval from The Tecnológico de Monterrey for internship in the U.S.

↑ J-1 Students who are looking for an internship in their home country with a U.S. company use this verbiage

CONTENT TIPS

FORMATTING TIPS