Your Name

Your email address | phone number | www.linkedin.com/in/yourname/

# EDUCATION

**BRIGHAM YOUNG UNIVERSITY - IDAHO** Rexburg, ID

**Bachelor of \_\_\_\_\_ in \_\_\_\_\_** Expected Month 201X

* Awards or honors
* Activities such as clubs or competitions

# EXPERIENCE

**Company Name 1**  City, ST/Country (if not US)

## An optional line describing company’s business, to help the recruiter contextualize bullet points 20XX – 20XX

**Job Title, Division or Subsidiary if applicable**

Brief overview of job responsibilities – one or two lines at most

* Each bullet should describe results and achievements, quantifying how well you did the job in 1-2 lines
* Think of examples when you: solved a problem, cut costs, improved efficiencies, built relationships, added revenue – i.e. where you made an impact
* Write 3-5 bullets for most recent positions, 2-3 for less relevant earlier positions
* One page only for your DESB resume – if you have more jobs than will fit, start dropping old jobs off

**Company Name 2** City, ST/Country (if outside US)

### An optional line describing company’s business, to help the recruiter contextualize bullet points 20XX – 20XX

### **Job Title 1 (most recent), Division 1 or subsidiary 1 if applicable** (20XX–20XX)

Brief overview of job responsibilities – one or two lines at most

* Use only third person in a resume
* There is no need to end sentences with periods, but you can if you prefer; consistency is the most important factor
* Don’t use italics or fancy fonts as many applicant tracking systems cannot read them

### **Job Title 2 (Previous role), Division 2** (20XX–20XX)

### Brief overview of job responsibilities – one or two lines at most

* Have 1 or 2 others read your resume for grammar and errors, but retain this format for your DESB resume
* You can go down to a size 10.5 font if you need more space on your resume
* No exaggerations or lies - EVER

# ADDITIONAL

* Honors or awards that are not school-related, professional clubs or organizations and community involvement
* Foreign language competency
* Something unique about you

NOTE: Your final DESB Resume must be approved by your coach prior to distribution or inclusion in any BCMC-generated resume book.