**EDUCATION**

**Northwestern University**, Evanston, IL

*Master of Science in Higher Education Administration & Policy*, Graduation Month Year

Master’s Project: Title or, if title isn’t relevant to job target, use a description of the project, written with your desired audience in mind

Relevant courses: List only if particularly relevant to target position and only if you’re willing to talk about them in an interview

**Undergraduate Institution**, City, State

*Degree*, Graduation Month Year

Honors and study abroad experience can be listed on this line, in succession to save space.

**HIGHER EDUCATION ADMINISTRATION EXPERIENCE**

**Employer,** City, State

*Title***,** Month Year – Month Year

* Use a more specific heading above (e.g., Student Affairs Experience, International Education Experience) as appropriate.
* Craft bulleted description of accomplishments (not just duties), using varied, powerful, action verbs and include impact and/or results of your work. Instead of “responsible for grant writing,” for example, use, “Wrote grant proposals, raising $5,000 in funding for high-needs students.”
* More examples (because writing compelling bullets is the KEY to a great resume!):
  + Analyzed data from 200 student surveys to identify trends and problem areas; presented findings in order to facilitate programming improvement.
  + Presented weekly information sessions to groups of 5 to 50 prospective students, helping to generate a 10% increase in applications and 5% increase in enrollment.
* Prioritize bullets not according to how much time you spent on a particular task or the order of importance to your current job, but according to each bullet’s relevance to your desired position.
* Omit any tasks (e.g., answered phone, input data) that you do not want to do in the future or that brand you as a lower-level employee if you are applying for an upper-level position.

**ADDITIONAL EXPERIENCE**

**Employer,** City, State

*Title***,** Month Year – Month Year

* Follow same rules above, and also pay special attention to the relevance of your descriptions. Try to think about how your past experience relates to your targeted position, and write descriptions accordingly.
* If you were a receptionist in a doctor’s office, for instance, you might have the following on your initial resume: “Book, confirm, cancel, and reschedule appointments for patients.” If you’re now applying for an enrollment management position, you might change the description to the following: “Serve as initial point of contact for 800+ patients, managing schedules and ensuring patient satisfaction”

**SKILLS & INTERESTS**

* **Language:** Include languages only if you’re at least proficient.
* **Computer**: Include any programs you’ve used, especially if they are listed as a requirement in the job description for which you’re applying. Don’t think that people just assume you have these skills; recruiters want to see them.
* **Interests:** Include interests if you think it could lead to good small talk at the beginning of an interview and if the interests are somewhat memorable/unique.