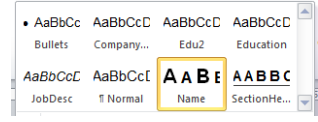


STYLES on Home Ribbon

Name **FIRSTNAME LASTNAME** Styles available ▶
about styles: <https://youtu.be/w2IES-5Ynbk>

Normal email@website.com • 123-456-7890 • linkedin.com/in/abcdefg

SectionHeader **EDUCATION** ▲ Use professionally-named email address, remove hyperlink formatting from email address and linkedin, use phone format provided



Education **Brigham Young University – Idaho** Bachelor of Science in Economics Anticipated graduation Month/Year ▶ Apr 2020

Minor could be replaced with cluster or ▶ Minor: Accounting ▲ Major must be officially declared Overall GPA: 3.91 / 4.00

could call out other areas of study Do not round GPA; ▲ truncate after two decimal places

Academic Projects ◀ Only include if you have significant transferrable skills from 300+ level class

Course Number/ Name & Type of Project (e.g. Statistical Analysis) Semester Year

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

EXPERIENCE Denote work experience by months or semesters & year; be consistent throughout experience section Use MMM YYYY (e.g. Sep 2017) format or SS YYYY (e.g. FA 2017) ▼

Company **Current Employer** – Position/Title; City, State MMM YYYY - Present

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

CONTENT TIPS

- [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—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/ managed, percent of sales gained, or savings gained by process improvements]
- [Showcase 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, us, our), limit articles (a, an, the) and helping verbs (had, have may, might, forms of “to be”: am, is, are, was, were); these are assumed by reader]
- [List experience in reverse chronological order; use present tense for current positions and past tense for previous]

FORMATTING TIPS

- Previous Employer** – Position/Title; City, State MMM YYYY - MMM YYYY
- [Recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy bullet text—edit carefully]
 - [Try to use at least two bullets for each work experience; do not use periods at the end of each bullet]
 - [Use a consistent font (Arial) 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]

LEADERSHIP, ACTIVITIES, HONORS

Organization – Position/Title SS YYYY - Present

- [Showcase transferable skills/strengths from extracurricular activities that are most relevant to 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]

The Church of Jesus Christ of Latter-day Saints – Full-time Missionary MMM YYYY - MMM YYYY

List official name/location of mission Pay attention to type and usage of dashes throughout the document ▲

- [Employers cannot discuss religion in interview, do not reference your mission. List weekly hours worked, responsibilities, team building, etc. but do not list positions like DL,ZL,AP as they are not commonly known]

Honors ◀ List as bullets, date earned can be at front or back

- [Showcase honor or by title, note semester awards (e.g. University Honors - number of times recognized)] SS YYYY

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, VBA, SQL, STATA, R ◀ Only list MS Office programs you have advanced knowledge in
- Certifications: Microsoft Office Specialist Certification (2015), Bloomberg (in progress) ▲ Only include certifications that are relevant to the position/industry you are pursuing; include name of certificate/licensure & year received; place academic certificates in the education section of the resume
- Languages: [Fluent, Working Knowledge, Conversational, or Basic Knowledge] in [languages other than English]
- Work Eligibility: [Eligible to work in the U.S. with no restrictions] or [Eligible to work in the U.S.; will require visa sponsorship for full-time employment] ◀ Non-U.S. citizens on F-1 visa use this verbiage

Other notes: Always save as “LastName,FirstName.pdf”, don’t use all caps; format all months with three letter abbreviation, plan on recruiters looking at it for <30seconds

ACTION VERBS BY SKILLSET

Administrative

administered
coordinated
designed
established
evaluated
interviewed
managed
organized
planned
oversaw

Clerical

arranged
catalogued
compiled
dispatched
monitored
operated
prepared
processed
recorded
screened

Communication

addressed
authored
corresponded
directed
drafted
edited
influenced
interpreted
lectured
motivated

Counseling

assessed
assisted
clarified
coached
educated
familiarized
guided
mentored
referred

Creative

acted
created
fashioned
illustrated
integrated
invented
performed
shaped

Development

analyzed
applied
developed
established
formulated
instituted
supported
surveyed

Financial

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
forecasted

Management

assigned
chaired
delegated
directed
improved
supervised
recommended
reviewed
scheduled

Organizational

applied
arranged
coordinated
facilitated
handled
consolidated
planned
organized
systematized

Marketing

generated
initiated
recruited
implemented
increased
distributed
participated
persuaded
promoted
publicized

Problem Solving

decided
evaluated
investigated
recommended
resolved
solved
surveyed
clarified

Research

critiqued
examined
identified
inspected
interpreted
researched
summarized
surveyed

Technical

assembled
built
devised
developed
engineered
operated
reconciled
translated

Time Management

administered
developed
directed
generated
improved
initiated
increased
reduced

Training

adapted
advised
assisted
communicated
explained
facilitated
informed
instructed