

# Resume

A resume is a selective summary of your skills and qualifications for a position. Ultimately, you have one page to convince someone of your credentials. But resumes aren't just summaries. A strategic resume is tailored to the employer and proves you match with the position and its requirements.

List any colleges or universities you have earned or will earn degrees from. Only freshmen should include high school. Everyone else should include undergrad and grad schools.

Generally, you should divide your experience into "relevant experience," listing all school and professional experience that is relevant to the position, and "additional experience," if you want to add experience that is not directly related to the position. You can also just write "experience" if you do not have a lot of relevant experience. All experience should be listed in reverse chronological order based on when the position ended. If you are still in the position, you must use present tense and it must be listed first in the section; additionally the end date should be listed as "present." Internships, BUTV, Daily Free Press, AdLab, and PRLab are all great examples of experience to include on your resume. Include only the positions and experience that will prove your qualifications and strengthen your application.

Write bullet points using strong action verbs in the active voice (see page 4 for a list of active verbs). Think of the context, the task involved, the action taken, and the result. Each bullet should include the impact of your work. An easy way to organize bullet-points is to think of the acronym **CAR**: context, action, result.

Results can include things such as awards, contributing to the efficiency or goal of the organization, and accomplishments beyond numbers and sales goals (numbers do not hurt to include if you have them!) If you can, include the action you took to achieve those results. For instance, sent daily updates through Instagram to achieve "effective social media marketing."

Do not understate your accomplishments or responsibilities. Think of their purpose: what function did they serve and how did it further the company's goals? How many moving parts was I responsible for? Every job has many responsibilities that contribute to the company's mission in some way, even if it is just maintaining a clean work environment (which is very important!).

## FAQs:

### **Q: What is a resume as opposed to a CV?**

A: Internationally, the term CV and Resume are used interchangeably. In the US, a resume is a short one page list of relevant experience, while the "CV" often refers to a long document listing your research and or teaching experience. Unless you are applying for a Ph.D. or a research position, employers usually expect you to send a US resume, even if they call it a CV.

### **Q: How do I list jobs or positions at the same organization?**

A: See freshman resume sample.

### **Q: Do I need to list schools I transferred from?**

A: Only if you think it will benefit you, for instance, if you had a very high GPA or a lot of relevant coursework.

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## Resume Template

### Firstname Lastname

(123) 888-8888 | Email@gmail.com | linkedin.com/in/firstnamelastname | YourOnlinePortfolioOrWebsite.com

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#### Education

**Boston University College of Communication**

Boston, MA

*Degree Name (Example: Master of Science in Advertising)*

May 2025

Relevant Coursework: (2-5 relevant courses that demonstrate a skill needed for the job)

Activities: (If you are involved with any student organizations that are relevant to the job)

Honors: (If applicable)

Study Abroad: (If applicable and only if you want to include it)

**Undergrad School Name** (If Graduate Student)

City, State/ Country

*Degree Name (Example: Bachelor of Science in Journalism)*

May 2021

Relevant Coursework:

Activities: (If you are involved with any student organizations that are relevant to the job)

Honors: (If applicable)

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#### Relevant Experience

**Employer / Student Club**

Boston, MA

*Job Title*

Month Year- Month Year

- Verb (Each bullet point should include the **Context, Action and Result**. We refer to this as “**CAR**”)
- Verb + Context, Action and Result

**Employer / Student Club**

Boston, MA

*Job Title 2* (Job title 2 if you get a promotion or a new role at the same organization)

Month Year- Month Year

- Verb (Each bullet point should include the **Context, Action and Result**. We refer to this as “**CAR**”)
- Verb + Context, Action and Result

*Job Title 1*

Month Year- Month Year

- Verb (Each bullet point should include the **Context, Action and Result**. We refer to this as “**CAR**”)
- Verb + Context, Action and Result
- Verb + Context, Action and Result

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#### Additional Experience

**Employer / Student Club**

Boston, MA

*Job Title*

Month Year- Month Year

- Verb (Each bullet point should include the **Context, Action and Result**. We refer to this as “**CAR**”)
- Verb + Context, Action and Result
- Verb + Context, Action and Result

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#### Skills

Computer Skills: (ex: Adobe Photoshop, Adobe Premiere and Adobe After Effects)

Research Skills: (ex: SPSS, Microsoft Excel, Qualtrics, Crimson Hexagon)

Language Skills: Language (level of competency)

Honors: (If your awards/honors are not related to your education, you can put it here)

## Resume Checklist

Before sending out your resume, always double (and triple) check to make sure everything is accurate, true, grammatically correct, spelled correctly, and the best representation of you for that company. Use this checklist to make sure you have the basics for a good application. For any formatting questions not answered in this guide, we suggest whatever choices you make, make sure it is consistent through the document.

### FORMATTING & LAYOUT

- Resume is 1 page long.
- Name is at the top, big, bold, and clear.
- Text is between size 10-12.
- Text is legible in a readable font.
- Margins are 0.5-1 inch wide on each side.
- Spacing between sections and lines is consistent.
- Resume is organized and easy to read.
- Most important information/sections are towards the top of the page.
- Entries within each section are in reverse chronological order.
- All dates and locations are written consistently and are in line with the right end margin.
- Your resume should not include a photo.

### WRITING & EDITING

- Everything is spelled correctly.
- Each bullet point is concise and includes the Context Action and Result (CAR)
- Industry specific words are spelled correctly according to each company's preferences.  
(Example: Communication vs Communications)
- Everything is in the active voice.
- Used strong action verbs.
- Used past tense when writing about any former employment and present tense for anything ongoing.
- Writing is confident in a professional tone.
- Resume is skimmable – you can discern my experience in 30 seconds or less.

### CONTENT

- Include my current phone number and email address.
- Omit information and positions not related to my application.
- Demonstrated the results/ impact of my actions in each bullet point (CAR)
- Anticipate and answer potential questions.
- Show context and results, not just tasks.
- Everything included is a true and positive representation of me.
- All dates and locations are accurate.

## Action Verbs

Use strong action verbs (in the correct tense) to describe your experience and accomplishments on your resume. Strong action verbs help you appear more confident. The specificity allows you to be concise and exact. These examples are just a place to start; draw from your class experience and think of tasks related to your program to come up with action verbs specific to your background.

| <b>Analysis</b> | <b>Communication</b> | <b>Creativity</b> | <b>Initiative</b> | <b>Leadership</b> | <b>Relationships</b> |
|-----------------|----------------------|-------------------|-------------------|-------------------|----------------------|
| Addressed       | Adapted              | Animated          | Accomplished      | Administered      | Advised              |
| Adjusted        | Addressed            | Arranged          | Achieved          | Advised           | Advocated            |
| Analyzed        | Approved             | Brainstormed      | Compiled          | Approved          | Arbitrated           |
| Approved        | Authored             | Composed          | Completed         | Assigned          | Collaborated         |
| Assessed        | Clarified            | Conceived         | Defined           | Attained          | Communicated         |
| Attained        | Communicated         | Conceptualized    | Established       | Chaired           | Contributed          |
| Budgeted        | Composed             | Created           | Expanded          | Conducted         | Counseled            |
| Calculated      | Consulted            | Designed          | Expanded          | Controlled        | Discussed            |
| Categorized     | Corresponded         | Developed         | Expedited         | Coordinated       | Educated             |
| Collected       | Critiqued            | Engineered        | Founded           | Counseled         | Enlisted             |
| Compared        | Demonstrated         | Established       | Founded           | Decided           | Facilitated          |
| Compiled        | Directed             | Founded           | Generated         | Defined           | Guided               |
| Computed        | Drafted              | Illustrated       | Implemented       | Delegated         | Influenced           |
| Critiqued       | Edited               | Imagined          | Improved          | Demonstrated      | Instructed           |
| Defined         | Expressed            | Integrated        | Improved          | Directed          | Listened             |
| Diagnosed       | Formulated           | Introduced        | Increased         | Educated          | Mediated             |
| Documented      | Influenced           | Invented          | Initiated         | Encouraged        | Negotiated           |
| Estimated       | Informed             | Planned           | Inspected         | Enforced          | Participated         |
| Evaluated       | Interviewed          | Publicized        | Launched          | Enlisted          | Persuaded            |
| Examined        | Lectured             | Revitalized       | Perceived         | Enlisted          | Recommended          |
| Gathered        | Moderated            | Synthesized       | Produced          | Established       | Reconciled           |
| Identified      | Narrated             | Visualized        | Produced          | Guided            | Resolved             |
| Interpreted     | Negotiated           |                   | Proposed          | Informed          | Served               |
| Located         | Persuaded            |                   | Provided          | Instituted        | Supported            |
| Maintained      | Presented            |                   | Reduced           | Instructed        | Trained              |
| Measured        | Promoted             |                   | Stimulated        | Led               |                      |
| Processed       | Proposed             |                   | Succeeded         | Managed           |                      |
| Reconciled      | Publicized           |                   | Utilized          | Motivated         |                      |
| Repaired        | Published            |                   |                   | Organized         |                      |
| Researched      | Recorded             |                   |                   | Planned           |                      |
| Reviewed        | Reported             |                   |                   | Prepared          |                      |
| Serviced        | Revamped             |                   |                   | Prioritized       |                      |
| Solved          | Reviewed             |                   |                   | Proposed          |                      |
| Summarized      | Revised              |                   |                   | Recommended       |                      |
| Surveyed        | Selected             |                   |                   | Reviewed          |                      |
| Synthesized     | Summarized           |                   |                   | Scheduled         |                      |
|                 | Translated           |                   |                   | Stimulated        |                      |

## Freshman Resume Sample

# Ruby Jones

(617) 321-4567 • [rjones@bu.edu](mailto:rjones@bu.edu) • [LinkedIn.com/in/rjones](https://www.linkedin.com/in/rjones)

### EDUCATION

|   |              |
|---|--------------|
| <b>Boston University College of Communication</b>                         | Boston, MA   |
| Bachelor of Science in Communication, Minor in Finance GPA 3.54           | May 2025     |
| Related coursework: Creating Value in the Global Economy, New Media in PR |              |
| <b>Eleanor Roosevelt High School</b>                                      | New York, NY |
| High School Diploma GPA 3.42  | June 2020    |

### WORK EXPERIENCE

|  |                          |
|--|--------------------------|
| <b>BU Dining Hall</b>  | Boston MA                |
| Lead Cook  | September 2019 - Present |
| <ul style="list-style-type: none"> <li>• Invented classic hamburger recipe which was then used at other franchise locations</li> <li>• Cooked hamburgers for 100 – 200 customers per shift</li> <li>• Cleaned kitchen area four to five times per shift to ensure a sanitary work environment</li> </ul> |                          |
| Dishwasher   | June 2019 - August 2019  |
| <ul style="list-style-type: none"> <li>• Cleaned dishes from 100-200 customers per shift to make sure there were always dishes available</li> <li>• Bussed tables and washed countertops to guarantee customers had a clean space to eat</li> </ul>  |                          |

### ACTIVITIES

|  |                          |
|--|--------------------------|
| <b>Public Relations Student Society of America</b>   | Boston, MA               |
| Member   | September 2020 - Present |
| <ul style="list-style-type: none"> <li>• Networked with peers and attended monthly meetings to learn relevant information about the field</li> </ul>   |                          |
| <b>Boston University Women's Soccer Team</b>   | Boston, MA               |
| Assistant Manager  | September 2019 - Present |
| <ul style="list-style-type: none"> <li>▪ Scheduled appointments with athletic trainer for each student athlete to ensure all students were in best physical shape for games</li> <li>• Created travel itineraries for away games to work with students' class and training schedules</li> <li>• Coordinated with coaches and team manager to have appropriate equipment ready for each practice and game. Cleaned and organized all equipment</li> </ul> |                          |

|   |                            |
|---|----------------------------|
| <b>DECA – Eleanor Roosevelt High School</b>   | New York, NY               |
| President   | September 2018 - June 2020 |
| <ul style="list-style-type: none"> <li>• Led weekly club meetings to inform fifty member club about upcoming events and ongoing projects</li> <li>• Led DECA team to Indiana state championships for three consecutive years as team captain</li> </ul> |                            |

### SKILLS

Computer: Twitter, Instagram, Mail Chimp, MS Office, Google Drive, Facebook  
 Language: Danish (native), French (basic), English (fluent)

## Senior Resume Sample

# Yamiko Wong

445-345-6154 | [yamikowong@bu.edu](mailto:yamikowong@bu.edu) | Boston, MA | [Linkedin.com/in/YamikoWong](https://www.linkedin.com/in/YamikoWong)

### EDUCATION

**Boston University:** College of Communication Boston, MA

*Bachelor of Science in Advertising*

May 2021

**Awards:** Posse Foundation (Full-Tuition Scholarship)

### COMMUNICATIONS EXPERIENCE

**Boston University AdLab,** Boston, MA

*Account Executive*

Jan 2019 - Present

- Facilitate communication by phone and email between the client and the creative team
- Monitor work progress through weekly call and status reports
- Coordinate meetings to present campaign requirements, pitches, and costs to clients

**WTBU Radio,** Boston, MA

Jan 2019 - Present

*Studio Director*

- Reach out to local bands and musicians such as Mint Green to schedule them for live studio performances
- Supervise the technical set-up for live shows
- Upload in-studio sessions to station Facebook, Twitter, and Instagram
- Schedule meetings, events, and programs for the station with a monthly listenership of 500,000+ people
- Coach DJs on how to use studio equipment and provide any needed assistance during sessions

**Youth Marketing Connection,** Boston, MA

Dec 2018 - Present

*Aerie Brand Ambassador*

- Drive customer engagement with the brand through weekly social media content and promotional events
- Lead on-campus events and outreach efforts to increase brand and product awareness
- Partner with on-campus influencers to amplify brand efforts and share product and marketing feedback with the ambassador team

**VOX AUS,** Austin, TX

Aug 2016 - May 2018

*Staff Writer*

- Published news articles and op-ed pieces in newspaper with a monthly circulation of 50,000+ readers
- Developed article page designs and political cartoons for monthly issues
- Organized annual workshops to train staff members in journalistic writing and communication skills

**Jay Lin for Jarrell City Council,** Jarrell, TX

Jun 2016 - Dec 2018

*Campaign Consultant*

- Edited all speeches and articles published on political campaign website
- Managed public relations and Facebook and Twitter accounts for the campaign
- Produced and hosted a leadership development seminar with 400+ attendees

### SKILLS

- **Computer Skills:** Adobe Photoshop, Adobe InDesign, and iMovie

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## Grad Student Resume Sample

### Stu Mackenzie

(415) 596-3411 | smackenzie@gmail.com | LinkedIn.com/in/stu-mackenzie/ | stumackenzie.blogspot.com

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#### Education

**Boston University College of Communication**

Boston, MA

*Master of Science, Journalism*

Aug 2021

Relevant Coursework: Narrative Science Journalism, Multimedia Journalism

**University of California, Los Angeles, Division of Ecology and Evolutionary Biology**

Los Angeles, CA

*Bachelor of Science, Marine Biology*

Jun 2019

Relevant Coursework: Tropical Ecology Field Quarter, Field Methods of Large Marine Vertebrates, Biostatistics

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#### Relevant Experience

**California Marine Sanctuary Foundation**

Los Angeles, CA

*Writer, Outreach and Communications Coordinator*

Mar 2020 - Aug 2020

- Created informational pages for government websites covering science, cultural history, and current uses for 20 marine protected areas (MPAs) in California
- Planned and implemented outreach and education projects for a wide variety of audiences including public events, Conservation sector, government websites, and docent trainings to further knowledge and engagement in MPAs

**SETI Institute, Big Picture Science Radio Show and Podcast**

Palo Alto, CA

*Production and Research Intern*

May 2019 - Nov 2019

- Edited audio of raw interviews, constructed segments, and performed final quality control edits using audacity and other audio editing software
- Assisted in pre-production (subject matter decisions, storyboarding, and interview acquisition) for a nationally distributed radio show/podcast covering biology, astronomy, environmental sciences, health, and technology
- Lead content research and fact checking for various episodes

**Hilltromper**

Los Angeles, CA

*Writer, Intern*

Jan 2018 - June 2018

- Wrote feature-length articles covering the environment, natural sciences, technology, and current events
- Managed events webpage on Wordpress to maintain online engagement

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#### Additional Experience

**American Abalone Farms**

Los Angeles, CA

*Operations, Growth, and Tour Manager*

Nov 2016 - Jun 2018

- Managed accounting, communication, and customer acquisition for commercial, wholesale, and retail accounts
- Scheduled and lead tours covering biology, environmental responsibility, and economics of aquaculture

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#### Skills

Digital Photography, Audacity, Statistical Analysis (Excel, JMP, basic R), Twitter, Instagram, Facebook Ads.

## Grad Film and TV Sample

# Kenny Osisek

(123)-888-7596 | [KennyOsisek@gmail.com](mailto:KennyOsisek@gmail.com) | [linkedin.com/in/KennyOsisek](https://www.linkedin.com/in/KennyOsisek) | [KennyOsisek.com](http://KennyOsisek.com)

### Education

|  |                       |
|--|-----------------------|
| <b>Boston University College of Communication</b><br><i>M.F.A. in Film and Television Production (GPA: 3.7)</i>                                    | Boston, MA<br>05/2020 |
| <b>Northeastern University</b><br><i>B.A in Cinema Studies and Communication (GPA: 3.9) Summa Cum Laud</i><br>Minors: Studio Art, Media Production | Boston, MA<br>05/2016 |

### Key Productions

“THE MAD WHALE” (FEATURE) **Co-Director** | (In Post-Production)

- **Log Line:** Patients in a 19th century womens’ insane asylum perform a play of *Moby Dick*
- Rabbit Bandini Productions, starring James Franco, Camilla Belle, and Summer Pheonix

“WHEN PIGS FLY” (SHORT) **Director, Storyboard Artist, Editor, Writer** | ([bit.ly/whenpigsflyfilm](http://bit.ly/whenpigsflyfilm))

- **Log Line:** A drunk uncle tries to comfort his niece, telling her a story from when he was a boy and magic was still very real for him
- USC, starring Glenn Howerton (*It’s Always Sunny in Philadelphia*)

“11-MINUTE MILE” (SHORT) **Writer, Director, Storyboard Artist** | 05/2015

- Licensed by PBS’ Film School Shorts to be broadcast nationally in May 2015

### Relevant Experience

|   |                                 |
|---|---------------------------------|
| <b>Headspace</b><br><i>Content Coordinator</i>  | Boston, MA<br>09/2019 - 12/2019 |
| <ul style="list-style-type: none"> <li>• Shoot, light, and edit content for online channels</li> <li>• Collaborate with directors to better define important beats of the story or message and how it relates to the Headspace Brand</li> </ul> |                                 |

|   |                              |
|---|------------------------------|
| <b>Funny or Die</b><br><i>Gifted Youth Intern</i>   | Boston, MA<br>01/2018 - 2018 |
| <ul style="list-style-type: none"> <li>• Performed research for the producers of Funny or Die’s non-branded content</li> <li>• Generated online videos with other interns for Funny Or Die website</li> </ul> |                              |

|  |                                 |
|--|---------------------------------|
| <b>Marvel Comics</b><br><i>X-Men Office Editorial Intern</i>   | Boston, MA<br>09/2017 - 12/2017 |
| <ul style="list-style-type: none"> <li>• Provided valuable feedback pertaining to story concepts, panel compositions, and character development</li> <li>• Wrote story recaps, maintaining relevant continuity throughout story arcs</li> <li>• Gathered reference material to ensure character details remained consistent</li> <li>• Evaluated caption/script positions for print</li> </ul> |                                 |

### Technical Skills

**SOFTWARE:** Final Cut Pro, Avid Media Composer, Adobe Creative Cloud, DaVinci Resolve, REDcine-X  
**CAMERA:** Canon (5D, C300, C500,) RED (Epic, Scarlet, RedOne,) SONY F55 and F65, Black Magic Cinema