

YOUR NAME

yourname@bc.edu (no hyperlink/line), 617-656-0000
Your Boston College address here, Chestnut Hill, MA 02467
Your home address here, Any Town, CA 01000

EDUCATION

Boston College

Chestnut Hill, MA

College of Arts and Sciences (optional *full, formal* name of school you are in)

Bachelor of Arts /Science in Major Minor (if you have one)

anticipated May 200x

GPA 3.xx (incl. GPA if ≥ 3.00 , do NOT round up)

Honors/Awards: Dean's List, Golden Key, AHANA Honor Roll

Relevant courses (optional) (if applicable - no more than 4-5 upper level classes)

Abroad University, City, Country

Spring Semester, 200x

Studied (courses/subjects included)

EXPERIENCE

Name of Organization City, State

Start date - end date

Job title

- Describe any accomplishments that you achieved at your job
- Explain what you did, how you did it, why you did it, and what the results were
- Whenever possible, quantify the number of people/items/data that you worked with
(Use present tense for verbs describing jobs that you are currently performing)

Name of Organization City, State

Start date - end date

Job title

- Describing Accomplishments: Result + Action + Problem/Project = good bullet point
- **Sample vague bullet point:** Assisted with general upkeep and organization of homeless shelter
- **Sample good bullet points:** Prepared and served meals to 50 homeless male residents; Maintained organization of supply closet and distributed resources to residents as needed; Acted as a liaison between program participants and staff members.

VOLUNTEER EXPERIENCE and/or ACTIVITIES

Name of first Organization City, State

Start date - end date

Title

- Focus on a few key skills that your industry is looking for, and demonstrate how you used those skills through the description of the tasks/projects you accomplished at your job.

Name of second Organization (brief description if necessary) City, State Start Date - end date

Title

- Remember to be consistent; punctuation at the end of the phrases is not necessary unless you are using paragraph formatting

ACTIVITIES Section: List each organization (add an action verb phrase describing an acquired skill if you have space)

SKILLS

Computers: Microsoft Excel, PowerPoint, Word, and any other relevant computer skills or languages

Language: List all languages you are fluent or proficient in or currently studying, if listed as fluent, should be able to conduct interview in that language.

The resume samples included in this packet should be used as a starting point for visual models and general guidelines. Be sure to view all of the samples below for various styles/formats and resume tips. Please note that a small number of examples are show below. Each student is encouraged to construct a resume that fits his/her need.

Christopher O'Connell
coconnell@bc.edu · (cell) 617-656-1234

Boston College, Hardy House
Newton Centre, MA 02462

14 Clark Street
Bayside, NY 13790

EDUCATION

Boston College, College of Arts and Sciences; Chestnut Hill, MA

Bachelor of Science in Psychology, May 2010

Honors Program; plan to research and write a thesis, complete focused program coursework

Benjamin Cardoza High School; Bayside, NY

High School Diploma, June 2006

Captain, Varsity Men's Crew

First and second year students may put their high school on their resume, however your BC education should go first. Relevant high school experiences and accomplishments may also add value to your resume.

WORK EXPERIENCE

Benjamin Cardoza High School; Bayside, NY

Bookkeeper

Summer 2006

- Maintained account records of 4,000 student body school, including general ledger, accounts payable/receivable; prepared 370 bi-weekly payroll checks along with school accountant
- Analyzed class selections and times data to create 4,000 individual daily schedules for students

Long Island Medical Group; Garden City, NY

Administrative Assistant

June 2005 - May 2006

- Verified and scheduled patient appointments for seven doctors; screened emergency situations to determine if visit was needed in order to keep doctor on schedule as much as possible
- Maintained over 5,000 patient files for doctor review before patient appointment; filed incoming lab results and notified doctor of any unusual reports

ACTIVITIES

- BC Men's Crew Team; devote 20 hours per week to practice during height of season
- 4Boston; volunteered four hours per week at the Jackson Mann Community Center Pre-school Program; acted as an aide for lead teacher
- Campus School Volunteer; spend five hours bi-weekly with a moderate special needs student

SKILLS

- PC and Mac; Microsoft Word, Excel

INTERESTS

- Mountain biking, cross country skiing, travel to Ireland, chess

Margins can be adjusted to fit your needs, though typically range between .5 and 1 inch on all sides, leaving your top margin slightly larger than your bottom margin.

OBJECTIVE

A Web design position within a Research and Design Division in a major consumer electronics organization.

EDUCATION

Boston College, Wallace E. Carroll School of Management; Chestnut Hill, MA
Bachelor of Science in Information Systems, May 2004
GPA 3.4, Dean's List First Honors

List your qualifications in order of relevance, from most to least. Treat your resume as an advertisement for you. Be sure to thoroughly "sell" yourself by highlighting all of your strengths.

Summer 2003

EXPERIENCE

General Electric Capital; Philadelphia, PA
Assistant Web Administrator

- Created and implemented process to allow multiple groups and users to publish documents to a single source for an Intranet audience; increased lines of communication across 10 departments
- Designed Intranet database to record and track employee Total Quality Management practices; trained staff on usage of TQM reporting process, which also streamlined the entire process
- Constructed a database, for the Real Estate Department, to provide an organized method to track and contact commercial developers and owners as part of Six Sigma quality project; raised awareness of business regional coverage and ensured targeting of only top players

Undergraduate Government at Boston College (UGBC), Boston College; Chestnut Hill, MA

Senator, Community Service Committee

Fall 2002 - Spring 2003

- Organized logistics of a clothing drive for a homeless shelter and created a Web page off the main UGBC site, advertising the drive; obtained donations from the campus; raised over 500 lbs. of clothing, which surpassed student government's goal by 100 lbs.
- Supervised a committee of 11 students to publicize the event on campus

Advent International; Newtown, PA

Network Administration Intern

Summer 2002

- Configured, upgraded, and supported PC hardware and software in a networked environment of over 200 PC's
- Provided help desk and on site support to over 100 employees at national headquarters

Westchester Field Club; Westchester, PA

Swim Instructor, Counselor

Summer 2001

- Managed and scheduled eight swim instructors to teach basic swimming skills to a camp of 70 children, ages 5-8; designed daily learning activities to meet a variety of abilities
- Formed partnerships with three other local clubs to coordinate bi-monthly swim meets and water-polo matches

ACTIVITIES

- Information Technology Club
- Student Interviewer, Boston College Office of Admissions

SKILLS

- PC; Word, Excel, PowerPoint, Access, HTML, UNIX operating systems, JavaScript, SQL, Dreamweaver, Flash, Photoshop, Serena Collage
- Conversant in Italian

INTERESTS

- Learning new computer applications (C++), skiing, swimming

Language and computer skills are highly valued in the workplace – include them on your resume.

Proofread, proofread, and proofread. Be sure to catch all spelling errors, grammatical weaknesses, unusual punctuation, and inconsistent capitalizations. Proofread it numerous times over at least two days to allow a fresh eye to catch any hidden mistakes.

Marie Curie
mariecurie@bc.edu

Boston College, Box 9999
Chestnut Hill, MA 02467
617-655-8888

7 Beaker Road
Danbury, CT 08660
860-237-6214

OBJECTIVE

A biological research assistant position with Science Inc., utilizing my science background and laboratory experience.

EDUCATION

Boston College, College of Arts & Sciences; Chestnut Hill, MA
Bachelor of Science in Biology, Pre-Med Program, May 2005
GPA 3.5, Dean's List, Golden Key National Honors Society

The purpose of an objective is to direct employees to your specific goals within their organization. Objectives that are vague and non-specific shouldn't be included however effective objectives identify the position you are seeking (internship or job title) and can also include what you offer (skills, education). Change the objective for each resume you submit.

SKILLS & EQUIPMENT

- Cloning, DNA sequencing, blotting, gel electrophoresis, bacteria plating, sensitivity test, Gram stain, preparing mixtures, running reactions, pipeting, chromatography, collecting/analyzing data, preparing reports, Ultracentrifuge, spectrometer, light microscope, autoclave
- PC and Mac; Microsoft Word, Excel, Access

EXPERIENCE

Newton-Wellesley Hospital; Newton, MA
Volunteer, Child Health Clinic

Summer 2003 - Present

- Rewarded with a part-time paid position during academic year for dedication as a volunteer
- Observing and assisting physicians with minor procedures; calming young children and sterilizing tools
- Measuring and charting height, weight, blood pressure and eyesight of patients
- Recording returned lab results in patient files and alerting physicians to suggestive data

St. Milicent's Hospital; Danbury, CT

Emergency Room Volunteer

Winter Break 2002, 2003 and Summer 2002

- Transported patients from waiting area to examining rooms
- Managed and tracked emergency supplies with technician staff
- Observed numerous procedures such as ECG administration, suturing and thoracentesis

Dairy Queen; Waterbury, CT

Server

Summers 2000 - 2002

- Provided customer service for a high traffic location near a shopping mall
- Trained four new servers on preparation procedures, restocking inventory and the cash register

ACTIVITIES

- Peer Education Network; trained with 30 other students to educate the campus community on issues related to alcohol and other drug abuse, HIV/AIDS awareness and eating disorders
- Dance Ensemble of Boston College

Katherine Elizabeth Russo

Current Address

Boston College
Mod 8A
Chestnut Hill, Massachusetts 02467
(617) 656-4442

krusso@bc.edu

Permanent Address

251 West 21st Street
Deer Run, New York 11729
(631) 582-3308

EDUCATION

Boston College Wallace E. Carroll School of Management, Chestnut Hill, Massachusetts

Bachelor of Science in Finance and Marketing, May 2003

GPA: 3.46 / 4.00

Honors: Dean's List (all semesters), Golden Key National Honor Society, National Society of Collegiate Scholars
100% of college education self-financed through work study and student loans

WORK EXPERIENCE

Brown Brothers Harriman & Company, Boston, Massachusetts

Investor Services Summer Intern

Summer 2003

- Conducted fee analyses to be used in fee negotiations with institutional clients
- Researched the firm's current process of handling class action notifications and presented findings to relationship managers in order to reduce wait time for clients
- Created templates to minimize disparity in clients' monthly billing statements
- Examined numerous mutual fund prospectuses which included borrowing limitations for the funds and updated corresponding worksheets appropriately

Boston College Career Center, Chestnut Hill, Massachusetts

Office Assistant

September 2002 - Present

- Respond to the daily needs of students and staff members both from walk-in traffic and over the telephone
- Arrange career counseling appointments and update staff schedules for a staff of 12
- Process all credentials requests for faculty, students and alumni

Career Resource Library Assistant

September 2001 - May 2002

- Guided students to and assisted students with all available resources housed in a facility of over 500 print items, eight computers, and an extensive Career Center Web site
- Updated and organized computer database files, using File Maker Pro, of new and missing items

Bloomingdale's, Huntington Station, New York

Sales Associate, Shoe Department

Summers 2001 and 2002

- Provided customer assistance in merchandise selection
- Organized and maintained department appearance
- Opened department registers and made register deposits daily of up to \$2,000

Montefiore Corporation, Farmingdale, New York

Office Assistant

December 2000 - August 2001

- Trained four new employees by familiarizing them with the organizational structure of the office
- Coordinated arrangements for various maintenance projects to the exterior of the building

VOLUNTEER EXPERIENCE

Rosie's Place; Boston, MA

- Prepared and served healthy meals to women and children at a battered women's shelter on a monthly basis

Appalachia Volunteer Project; Reslyn, West Virginia

- Supported Habitat for Humanity sites through the completion of various tasks ranging from heavy construction to small jobs with a high level of community interaction with a group of 13 other BC students

Welcome Wagon, Boston College; Chestnut Hill, Massachusetts

- Facilitated the move in process for the incoming freshmen class for three residence halls and answered any questions or concerns posed by parents and students

SKILLS

PC and Macintosh: Microsoft Office (Word, Excel, PowerPoint), Lotus Notes, FileMaker Pro 4.0

In the body of your resume, use bullets with short sentences rather than lengthy paragraphs. Resumes are read quickly; therefore make key phrases stand out.

Karen Chung

Rubenstein Hall C54, P.O. Box 9182, Chestnut Hill, MA 02467, 617-552-8633
8232 Avalon Drive, Seattle, WA 98040, 206-232-2824
chungkn@bc.edu

You may use %'s, \$'s and #'s to give added details within the verb phrases.

EDUCATION

Boston College, College of Arts & Sciences; Chestnut Hill, MA
Bachelor of Arts, May 2004

Major in Economics, Minor in History and Faith, Peace and Justice
GPA 3.3, Dean's List; all semesters, Golden Key Honor Society

EXPERIENCE

Seaport Export, Inc.; Seattle, WA

Summer 2003

Office and Management Intern

- Compiled and managed supply, inventory of 150 products and weekly shipping reports for an international vitamin company in Washington State
- Presented to senior level management in warehouse on a method to better organize inventory to expedite shipping
- Handled and distributed payroll for the warehouse employee division of 123 employees

AHANA Leadership Council, Boston College; Chestnut Hill, MA

September 2002 - May 2003

Public Relations Chair

- Addressed concerns of the college community's AHANA population (African American, Hispanic, Native American, Asian America) through a regular feature article in the campus's major newspaper
- Promoted and planned numerous campus events with the Public Relations Committee, such as the AHANA Ball and community service opportunities in Boston

St. John of God Hospital; Brighton, MA

September 2001 - May 2002

Customer Relations Intern

- Provided support services for 220 patients on maternity ward, such as special food requests or check out requests
- Conducted and analyzed patient survey results maternity ward administration in order to improve the quality of stay for patients
- Coordinated two art exhibits for the ward; created a children's art contest with a local Boston Public Elementary School

Family After School Program; Appleton, WA

Summer 2002

Marketing Assistant

- Designed pamphlet detailing services for after school care and tutoring for children ages 5 to 12; distributed to guidance counselors and administrative staff at eleven elementary schools in the county; raised number of interest calls from parents within two months
- Planned a Summer Open House for prospective families with the Director of Marketing; coordinated activities for children with teaching staff; actual attendance exceeded expectation goals

ACTIVITIES

- Boston College Rugby Club
- Boston College Undergraduate Minority Congress
- Greeter, Student Admissions Program

SKILLS

- PC and Mac; Microsoft Word, Excel, PowerPoint
- Fluent in Mandarin, currently studying Italian

INTERESTS

Rugby, running, reading historical fiction

Highlight your strengths, and what is most relevant to the potential employer. Incoming resumes are typically reviewed in 10-30 seconds, so put forth the effort and determine which bullets most strongly support your job/internship search objective.

Format variations, such as bold, italics, and capitalization, create visual appeal – use these tools but don't go overboard.

ERICKA GARCIA

garciae@bc.edu

Mod 7A, Boston College, Chestnut Hill, MA 02467 617-656-1234
757 Prescott Place Paramus, NJ 07652 201-202-0001

EDUCATION

Boston College, College of Arts & Sciences; Chestnut Hill, MA
Bachelor of Arts in Communications, Certificate Program for Global Proficiency, May 2006
GPA 3.2, Dean's List, Golden Key Honors Society

University College London; London, England
Study Abroad Program, Spring 2004

EXPERIENCE

Foods By George, LLC.; Mahwah, NJ

Marketing Coordinator

June 2003 – Present (Summers and School Breaks)

- Photograph food product line for use in company brochure and Website, as well as layout of the brochure.
- Develop, write and implement company business plan which involved researching industry trends, analyzing of competitors and outlook of marketplace.
- Designed site map and wrote copy for company Website: www.foodsbygeorge.com
- Demonstrate customer service skills in attending to walk-in customers, managing customer questions, comments, and concerns.

Administrative Assistant

Summer 2003

- Input daily sales into database; handle and oversee daily shipping and invoicing of mail orders to individuals and stores, working under strict time deadlines.

Boston College Career Center; Chestnut Hill, MA

Student Assistant

September 2002 - Present

- Administer bi-weekly workshops on utilizing Career Center internship resources to fellow students.
- Update and maintain Boston College's Internship database, containing over 15,000 internship postings.

Lois Paul; Boston, MA

Intern, Creative Department

September 2004 - November 2004

- Researched, selected, and purchased artwork for ad campaigns for a women's clothing retail chain
- Assessed portfolios in hiring photographers for three photo shoots.

ABC News, ABSAT New York, NY

Intern

Summer 2004

- Shadowed ABC correspondent reporting in field while coordinating live shots with onsite cameraman.

VOLUNTEER EXPERIENCE

Boston College Neighborhood Center; Brighton, MA

ESL Tutor

September 2002 - May 2003

- Taught a class of 8-10 students of different ages, native languages, and varying levels of English competency.
- Exercised articulation, patience, and interpersonal skills to promote successful communication and instruction to the diverse group.

Heights Boys and Girls Club, 4Boston; Allston, MA

Mentor Volunteer

September 2002 - Present

- Accompany children (4 hrs/wk) to various places and amusements in Boston in order to encourage and motivate children to engage in productive pastimes and healthy relationships with others.

SKILLS

- Microsoft Word, Excel, PowerPoint, Publisher, Picture It

Font size for the body of your resume should be between 10 and 12 points.

Begin your statements with action verbs. Verbs should be past tense if you are no longer at the position or participating in the activity.

EDWARD CHOW

chowj@bc.edu

2519 Hone Ave · Bronx, NY 10469 · Phone (718) 555-0021

Ignacio Hall B42 · 100 Commonwealth Ave · Chestnut Hill, MA 02467-9171 · Phone (617) 656-4394

Your name may be larger than the rest of your text, but don't overdo it. Notice that the font size in Edward Chow's name doesn't overwhelm the size of titles or headings.

EDUCATION

Boston College

Chestnut Hill, MA

Bachelor of Science in Biology, Minor in Asian Studies, May 2007

GPA 3.2, Honors: Dean's List, AHANA Honor Roll Fall, Office of the Dean of Student Development

Junior Achievement Award

EXPERIENCE

Massachusetts Coalition Against Sexual Assault and Domestic Violence

Boston, MA

Healthcare Education Intern

Summer 2006

- Co-authored first published piece of the organization's stance on the issue of mandatory HIV testing of sex offenders, a position paper to be distributed to statewide memberships and colleagues
- Consolidated domestic violence screening packets to be distributed to Massachusetts primary care physicians
- Participated in events sponsored by the coalition, including conference and press rallies

Pfizer, Inc.

New York, NY

Clinical Data Operations Intern

Summers 2005 & 2004

- Consolidated patient data relating to adverse events into database systems, making information more readily accessible and cohesive for employers
- Supervised and trained two new interns in computer networking and handling of statistical data
- Participated in monthly group meetings with a group of forty, including statisticians, programmers and data managers

Avoid using the personal pro-noun "I" in your descriptions.

LEADERSHIP EXPERIENCE

BLUE, Office of the Dean of Student Development

Chestnut Hill, MA

H.A.P.P.E.N. Coordinator/Sexual Assault Advocate

September 2003 to Present

- Plan and implement educational and awareness programs, including topics such as alcohol and drugs, sexual assault, HIV/AIDS prevention, healthy eating and living, and other related social issues
- Field calls on the university's sexual assault hotline, remaining on-call 24/7 for one-week periods per semester

AIDS Awareness Committee

Chestnut Hill, MA

Co-Director

September 2003 to Present

- Coordinate speakers' panels, fundraising events and volunteer experiences, as well as lead monthly meetings for student members of the committee
- Create effective fliers, banners, newsletters and other forms of advertisement to appeal to the student body regarding events and functions
- Serve as a liaison with other campus organizations for the purpose of uniting groups over common interest and addressing of AIDS issues

ACTIVITIES

- Appalachia Volunteers
- Chinese Students' Association
- Asian Caucus

SKILLS

Computer: PC & Mac; Microsoft Office, Paradigm, Serena Collage, Dreamweaver, Photoshop

Margins can be adjusted to fit your needs. Traditionally the top, bottom and right margin range between .5 and 1 inch, but the left margin may be wider - 1 to 1.5 inches.

Matthew Joseph James

jamesm@bc.edu

Rubenstein Hall, Room 61D
Chestnut Hill, MA 02467
(617) 656-1871

23 Summit Circle
Somers, MD 03110
(301) 555-1432

EDUCATION

Boston College

Bachelor of Arts in Political Science, Minor in History, May 2007
GPA: 3.31, Dean's List

Chestnut Hill, MA

University of Copenhagen

Study Abroad Program

Copenhagen, Denmark
Fall 2005

WORK EXPERIENCE

Endurance Capital, Inc.

Broker's Assistant

Silver Springs, MD
Summer 2006

- Collected annual report information and organized data system to store reports for over seventy corporations managed by brokers
- Arranged live calls connecting brokers to corporate meetings and scheduled phone conferences with clients
- Categorized and updated entire research storage system to include information no older than three years

Brooks Brothers

Sales Associate (12 hrs/wk)

Chestnut Hill, MA
September 2004 - Present

- Trained new staff on customer service and completing custom ordered suit requests

Political Science Department, Boston College

Teaching Assistant, Comparative Politics

Chestnut Hill, MA
Spring 2006

- Researched topics and formulated discussion questions for an upper-level elective for political science majors
- Held weekly office hours and advised students on topics for required mid-term research paper

Restaurant 121

Wait Staff/Host

Bethesda, MD
Summer 2004 & 2005

- Managed the seating reservations for incoming patrons and equally seated customers in service sections
- Catered at dozens of private affairs at clients homes including black-tie events and weddings

VOLUNTEER EXPERIENCE

Crittenton Hastings House, PULSE Program

Tutor/Administrative Assistant (10hrs/wk)

Brighton, MA
August 2003 – Present

- Tutored multiple groups, of up to five single parent mothers, to earn their G.E.D. and discussed the application process for colleges
- Completed a course discussing social justice issues

Boston College Welcome Wagon

Volunteer

Chestnut Hill, MA
August 2004 & 2005

- Facilitated the successful move-in of the class of 2010 by aiding arriving students and parents move into the residence halls, activate computers to the network, and answering any questions about student life

Study abroad experience is a good way to differentiate yourself from your peers. As you share your resume with prospective employers, you will want to highlight the experience that you gained while studying abroad. Many employers are looking for people who are versatile and adaptable, and by listing your study abroad experience on your resume you are demonstrating your ability to succeed in a new environment and your willingness to seek out new experiences.