**First Name Last Name**

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**Work Experience**

**Official Company / Organization Name City, State/Country**

*Job Title (include group/division if relevant) MMM YYYY–MMM YYYY*

* Use 3-4 bullets to describe your job function, responsibilities, and achievements.
* If you have been at a company for many years or if this is your first job, more bullets may be appropriate depending on what else your resume includes. Stick to 1 page for every 10 years of work experience.
* Focus these bullets on your contribution to the company: cite specific achievements or results wherever possible (e.g. managed 5 accounts, brought on 10 new clients, increased revenue by 10%).
* Include the *problem* faced, specific *actions* you took, *results* that occurred, and *skills* you developed/used. Examples: “Analyzed ad campaign performance and used findings to advise paid advertising division on a $500k regional expansion” or “Introduced and coordinated cost cutting initiatives for a team of 25 that reduced costs by 19%.”
* Tech Stack: if you have experience in a technical field or are looking for a technical position: considering listing the tools and/or skills you used in each position.

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* Your work experience as a whole should demonstrate your interest and experience in a specific field; the reader should see your career path, advancements, and interests as an employee.
* Each work experience should be weighted relative to its significance to your career. Internships should receive fewer bullets than multi-year work experiences.
* If you are still in school or a recent graduate, you may include significant extracurricular activities. If you are more than one year out of school, your resume should focus on work experience specifically.
* Do not list anything on your resume that you cannot easily and extensively discuss.

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* Make your resume easy to read. We recommend 11 or 12 point font, and at least 0.5” margins.
* Start each bullet with an action verb (e.g. “led” “organized” “analyzed;” not “was” “acted as”).
* Avoid negativity, jargon or slang, subjective comments, and overly general descriptions (i.e. what would appear in a job description).
* Avoid a summary section on the top unless you are a career switcher or your story is hard to understand.
* Use past tense when describing past experiences; use present tense for current positions or projects.
* Abbreviate all dates using the same format (we recommend the following: May 2014 – Aug 2017.)

**Education Experience**

**University City, State/Country**

*Degree type, Major in FIELD, Minor in FIELD, distinctions (e.g. cum laude) YYYY–YYYY*

* Relevant achievements (e.g. GPA, awards/distinctions, leadership positions, publications, study abroad)
* Do not include certificates here; this is for degree programs only.

**Personal (Alternate Section Heading: Additional information)**

*Skills*: include technical skills, languages, and skills you’ve gained from past work experience (e.g. Data Analysis (advanced Excel, proficient Stata, intermediate R), proficient in French). If you speak or code in many languages, consider a separate language section. You may also want to break out Technologies and Databases, if relevant.

*Certificates/Awards:* Anything that is not full-time “Education Experience” (e.g. Executive Certificates, Awards unrelated to your undergraduate study)

*Activities/Interests*: (e.g. recreational soccer, homeless shelter volunteer, avid scuba diver)

*Nationality*: If you require sponsorship, consider including nationality / work authorization information.