



MARGINS AND FONT

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|--|---|
| | All four margins are equal and no smaller than 0.5" |
| | Consistent font type and size, no smaller than 10-point (Calibri and Cambria tend to be good default font selections) |

HEADING

| | |
|--|---|
| | Non-Stonehill email address (important mostly for seniors) |
| | Cell phone number is listed, and not the home phone number |
| | Include your home city and state or Easton, MA depending on which is closer to the opportunity (full street address is not necessary) |

EDUCATION

| | |
|--|---|
| | Correct degree is listed (Bachelor of Arts, Bachelor of Science, and/or Bachelor of Science in Business Administration) |
| | Major(s) and minor(s) are listed |
| | GPA included only if 3.0 or above |
| | Include study abroad with a quick one-line summary of coursework or relevant experience |

CATEGORIES

| | |
|--|--|
| | Contextual categories are present, and not only functional categories (e.g., "Marketing Experience" vs. "Internship Experience") |
| | Experiences in each category are listed in reverse chronological order and current or most recent experiences are listed first |

EXPERIENCE HEADINGS

| | |
|--|--|
| | Consistent formatting (e.g., you might choose to place lines under each heading, bold the font, type them in all caps, etc.) |
| | Differentiate between organization name (e.g., bold), location (e.g., regular font), and job title (e.g., italicized) |
| | State abbreviations are all two capital letters |

DATES

| | |
|--|--|
| | Pushed completely to the right margin |
| | Months and years are listed, instead of season and year (fall, spring, summer) |
| | Months are spelled out and there are no abbreviations |
| | Hyphens in date ranges are all consistent and have no space on either side |

SKILLS

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|--|--|
| | PowerPoint is spelled correctly |
| | Bloomberg certification is included (if appropriate) |
| | Foreign language proficiency levels are accurate |

BULLET POINTS

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|--|--|
| | Action verbs are in the correct tense (items that have an end date are in past tense and items ending with "present" are in present tense) |
| | Avoid using personal pronouns in any bullet point (I, me, we, they, us, them their, our, etc.) |
| | Circle any "Responsible for...", "Worked with...", and "Assisted..." and replace them with more descriptive action verbs |
| | Each bullet point includes both what you did, and why you did it or what skill it illustrates |

COVER LETTER

| | |
|--|---|
| | Formal letter format including your resume heading or address, the date, and the organization's address |
| | Addressed to an individual, "Internship Coordinator," or "Hiring Manager," and not "To Whom it May Concern" |
| | Introductory paragraph indicates the specific role to which you are applying, and how you learned of it |
| | Speaks to why you want to work at this specific organization and how their mission/work match your interests |
| | Illustrates what you bring to the team by sharing two or three quick stories and not simply listing skills from your resume |
| | Closing paragraph thanking them for their time |

REFERENCES

| | |
|--|---|
| | References should be listed on a separate document bearing the same heading as your resume, and not on your resume, itself |
| | List at least three references with name, job title, organization, email, and/or phone number (as directed by your reference) |



FIRST LAST

Town, ST | NonStonehill@email.com | (555) 555-5555

EDUCATION

Stonehill College | Easton, MA

Anticipated Graduation: May 2019

Candidate for Bachelor of Arts Degree

Major: Psychology | **Minor:** Criminology | **GPA:** 3.55

Awards: Moreau Honors Scholar, Presidential Merit Scholarship, Dean's List (4 semesters)

National University of Ireland | Galway, Ireland

September – December 2017

- International study abroad experience with coursework in Irish culture, social media, and childhood development

RELEVANT COURSEWORK

Developmental Psychology, Abnormal Psychology, Statistics, Theories of Personality, Social Justice in America

WORK EXPERIENCE

Tutor, Psychology | **Center for Writing and Academic Achievement** | Stonehill College

September 2018 – Present

- Instruct students in small groups and one-on-one in order to promote a better understanding of the basic principles of General Psychology
- Identify specific problems students experience and facilitate exercises to solve those issues in an effective manner

Busser, Bar Back | **Silver Park Tavern** | Boston, MA

Seasonally May 2015 – Present

- Communicate with management, floor staff, and door staff to ensure an efficient flow of guests and maximize sales
- Maintain the cleanliness of tables and inventory of the bar so serving staff may quickly attend to the needs of guests

LEADERSHIP EXPERIENCE

Mentor | **Advocates for a Brighter Stonehill** | Stonehill College

September 2018 – Present

- Plan and preside over meetings with other ABS mentors to organize goals and plans for the successful mentorship of incoming first generation and ABS students resulting in a smooth transition to the campus community
- Mentor an incoming student by building and maintaining a mutually beneficial relationship, sharing guidance on campus resources, and opening lines of communication

Participant | **Stonehill Skyhawk Leadership Academy** | Stonehill College

January – May 2018

- Selected by the football coaches to attend biweekly leadership classes for student-athletes who show strong leadership potential and are being considered to be a future captain
- Participated in activities and discussions that emphasized teamwork, leadership, and communication

VOLUNTEER EXPERIENCE

Veteran Affairs Boston Healthcare System | Brockton, MA

September – December 2017

- Attended to the needs of veterans with various mental and physical disabilities during outings to ensure a safe and positive experience for everyone

The Children's Museum of Easton | Easton, MA

January – May 2017

- Entertained young children with educational activities which encouraged individual creativity and socialization

COLLEGIATE ACTIVITIES

Varsity Football

August 2015 – Present

- NCAA Division II, Northeast Conference

SKILLS

Computer: Microsoft Word, Excel, PowerPoint; Mac and Windows OS

Language: Conversational Spanish