# [SAMPLE RESUME OUTLINE: GRADUATE STUDENT]

[Name]

Address Phone Email

SUMMARY OF QUALIFICATION *(Optional)*

## Education

**Simmons College**, Boston, MA

Master of (Name of Degree), anticipation Month Year

*GPA (Optional)*

**Name of College** (Omit if Simmons College), Boston, MA

Bachelor of Arts / Science in Major(s), Month Year

*GPA: 3.75*

*Honors:*

*Study Abroad:*

*Leadership/Activities* (Alternatively, place LEADERSHIP EXPERIENCE or EXTRACURRICULAR ACTIVITIES heading after EXPERIENCE)

## Experience

*(List employers in reverse chronological order, highlighting your skills and accomplishments)*

**Employer,** City, State *(Use years not months when possible)* 2009 – 2010

Title

* Bullet accomplishments (Challenge + Actions + Results)
* Chose action verbs like “Organized client files,” NOT “Responsible for organizing client files.”
* Show a positive result of your actions, i.e., “creating a time-saving system used daily by attorneys.”

**Employer,** City, State *(Justify dates to right margin.)* Summer 2008

Title

* Match skills to job requirements.
* Prioritize your bulleted accomplishments by listing them in order of importance.
* Do not repeat the same accomplishments again in multiple positions. Reword or omit.
* Avoid using abbreviations and personal pronouns (I, me, their, etc.)

**Employer,** City, State *(Do not bold date or cities and states)* 2007

Title

* Keep your resume to one or two pages, and make your margins a half to one inch.
* Put your name and “Page 2” on the top of the second page.

## Skills

*Computer:* Proficient in Photoshop; InDesign; Microsoft Excel, PowerPoint, Word

*Languages:* Fluent in Spanish. Conversational in French

## PROFESSIONAL AFFILIATIONS

*(Include membership dates)*

## VOLUNTEER EXPERIENCE or COMMUNITY SERVICE

*\*\*Remember, a resume is not a laundry list of everything you have ever done, but rather a* ***“marketing tool”*** *that highlights your major accomplishments and experience related to the job for which you are applying.*

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