# FIRST NAME LAST NAME (16-18 size font/bold)

190 Blank Street (11-12 size font/un-bold)

City, State

(Pho)ne-number

[Professionalemail@emailaddress.com](mailto:Professionalemail@emailaddress.com)

# OBJECTIVE:

# Seeking an entry-level opportunity where I can contribute and grow my transferable skills and classroom

# experience in the field of . (enter your major in the blank)

**EDUCATION:**

*New Jersey City University, School of Business* Jersey City, NJ

**Bachelor of Science,** (enter your major) Graduation (Estimated): Month Year

Minor or concentration GPA: (enter only if over 3.0)

**RELATED** *Accounting I & II Investment Principles*

**COURSEWORK:** *International Finance Managerial Finance*

*Intermediate Micro Economics Money & Banking*

**EXPERIENCE:** Include both paid/unpaid work - List in reverse chronological order (most recent to least recent)

*Employer Name* Blank City, STATE ABREV

**Position Title** Month Year – Present

* The most important duties/inputs/outputs/outcomes at the top.
* When possible include tangible/quantifiable results, numbers, and statistics.
* Everything is in the present tense if presently still working the job.
* If no longer working the job, list duties/achievements in past tense.
* Avoid “Responsible for…” and use action words explain exactly what you do/did.

*Employer Name* Blank City, STATE ABREV.

**Most Recent Position Title** Month Year – Month Year

* If there was a promotion or job change you will want to list the most recent position at the top, along with the inputs/outputs/outcomes that were involved.
* Avoid using the words: responsible for and be short and sweet with duties

**Previous Position Title** Month Year – Month Year

* It does not matter if you do/don’t have a period at the end of each duty, just make sure that you are consistent in the layout and structure of entire resume.
* Need help finding bullet points? Visit [www.onetonline.org](http://www.onetonline.org) and fill-in your position on the top right and click enter. Then click on the job that best aligns with yours and see their sample bullets.

### SKILLS: Microsoft Office (full proper-names): Excel, PowerPoint, Word (only list if you are proficient)

### Include proficiency with Google documents, PC/Mac, social media and any other software/hardware/applications (w/ proper names)

### Avoid general competencies in this section & instead embed them in your experience. Consider the [examples cited by NACE](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/)

### LEADERSHIP: *Blank Club/Organization, NJCU* Blank City, STATE ABREV.

**Position Held** or **Member** Month Year – Month Year

* + - * Summary of responsibilities or organization achievements.

**LANGUAGES:** Fluent in *LANGUAGE NAME*