

(Margins at top and bottom and sides should be no smaller than .5. Adjust as needed if you need to fit more than 2 pages into 1)

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

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: 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

Employer Name

Blank City, STATE ABBREV.

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 ABBREV.

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 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)

LEADERSHIP:

Blank Club/Organization, NJCU

Blank City, STATE ABBREV.

Position Held or Member

Month Year – Month Year

- Summary of responsibilities or organization achievements.

LANGUAGES:

Fluent in English and BLANK language(s)

*Most resumes should be one full page long. If a 2-page resume is needed, make sure to include the page number on the bottom right corner (“Insert” → Pg. #), followed by your last & first name. Print two-sided as opposed to stapling two pages.