**[Name]**

[(Area Code) Phone] • [Email] • [[LinkedIn Customized URL](https://www.linkedin.com/help/linkedin/answer/87/customizing-your-public-profile-url?lang=en)]

**EDUCATION**

**Utah State University, Jon M. Huntsman School of Business** Logan, UT

*Bachelor of Science or Arts, [Major]; Minor: [Minor]* [Graduation Month and Year - ex. May 2023]

* [GPA: X.XX (if you worked during school put “while working xx hours per week”)]
* [Achievements/Awards/Honors/Scholarships]
* [Clubs/Organizations]

**WORK EXPERIENCE**

**[Company / Organization]** [ex. Salt Lake City, UT]

*[Role in Organization]*[Month and Year – Month and Year ex. Jun 2021 – Present]

* [Use the “APR” Formula ([action verb](https://www.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-stand-out) + problem/project + result/goal/purpose/ benefit) to show the scope of your responsibility or the impact of your actions]
* [Quantify your bullets – when you put numbers into your experiences it is expressed as data which is irrefutable]
* [Keep bullets 1-2 lines and lead with most impactful/relevant bullet]
* [Use digits instead of writing out numbers to improve readability and save space]
* [Use 3-5 bullets for your most recent or relevant position, 2-3 bullets for earlier or less relevant positions]

**[ex. Reeder & Co.]** [Location City and State]

*[ex. Audit Intern]*[ex. Feb 2020 – Jun 2021]

* [Limit your resume to 1 page – additional information can be moved to your LinkedIn profile]
* [Use third person in all bullets – do not use first or second person pronouns (I, me, my, mine, we, our, us, you, or your) or 3rd person pronouns (he, she, they, their)]
* [Periods are not necessary to end sentences; be consistent throughout the resume]
* [Link bullets to your major and job goal as much as possible]

**[Company / Organization]** [Location City and State]

*[Role in Organization]*[abbrev. month, don’t list same year twice - ex. Aug 2020 – 2021]

* [Do not make the font size too small as it can be difficult to read – no smaller than 10 for Times New Roman]
* [Incorporate your Strengths into your bullet points wherever possible]
* [Do NOT exaggerate or lie]

**VOLUNTEER / LEADERSHIP**

**[Company / Organization]** [Location City and State]

*[Role in Organization]*[ex. Jan – Dec 2021]

* [View suggestions on how to list church experience: <https://huntsman.usu.edu/start/resources/career/sections-resume>]
* [ex. Contacted 20+ people a day working 80 hours a week…]
* [ex. Spoke publicly to 80-100 people in Spanish on a monthly basis…]

**SKILLS / INTERESTS**

* [Language Skills (list as Beginner, Intermediate, Proficient, Fluent, or Native)]
* [Technical Skills – Computer Languages, Software and Platforms (list as advanced, proficient, basic, or familiar with) – ex. Intermediate Python, SQL – Completed DATA 4330 & 5500, Advanced Python and Database Analytics]
* [Something unique about you that is “interesting” (ex. Avid Runner – Completed 3 Marathons with a PR time of 3:50; including the Boston Marathon)]