**[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 [Graduation Month and Year]

* [GPA: X.XX]
* [Most important]
* [Next important], etc.
* [Relevant Coursework: [if applicable]]

**PROFESSIONAL EXPERIENCE**

**[Name of Employer / Organization]** [Location City and State]

*[Role in Organization]*[Month and Year – Month and Year]

* [Impactful point]
* [Impactful point]
* [Impactful point]

**[Name of Employer / Organization]** [Location City and State]

*[Role in Organization]*[Month and Year – Month and Year]

* [Impactful point]
* [Impactful point]
* [Impactful point]

**[Name of Employer / Organization]** [Location City and State]

*[Role in Organization]*[Month and Year – Month and Year]

* [Impactful point]
* [Impactful point]
* [Impactful point]

**VOLUNTEER SERVICE**

**[Name of Employer / Organization]** [Location City and State]

*[Role in Organization]*[Month and Year – Month and Year]

* [Impactful point]
* [Impactful point]

**PERSONAL / SKILLS / or INTERESTS *(Note: list as necessary for your experience)***

* [Impactful point]
* [Impactful point]
* [Impactful point]

**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: Graduation Month and Year

* GPA: X.XX (if you worked during school put “while working xx hours per week”)
* Achievements/Awards/Honors
* Optional: projects, study-abroad programs, or other co-curricular activities related to your major/experience
* Optional: list of relevant courses (Write out course name, don’t abbreviate) that are applicable to position

**EXPERIENCE [PROFESSIONAL, WORK/INTERNSHIP]**

**[Name of Employer / Organization]**  Location City and State

*[Role in Organization]**Month and Year – Month and Year (abbrev. month, don’t list same year twice)*

* Use the “APR” Formula ([action verb](https://huntsman.usu.edu/career/services/sections-resume) + problem/project + result/goal/purpose/ benefit) to show the scope of your responsibility or the impact of your actions
* 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
* Limit your resume to 1 page – additional information can be moved to your LinkedIn profile

**[Name of Employer / Organization]** Location City and State

*[Role in Organization]**Month and Year – Month and Year*

* 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

**[Name of Employer / Organization]** Location City and State

*[Role in Organization]**Month and Year – Month and Year*

* 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/SERVICE [AND/OR LEADERSHIP]**

**[Name of Employer / Organization]** Location City and State

*[Role in Organization]**Month and Year – Month and Year*

* View suggestions on how to list church experience: <https://huntsman.usu.edu/career/services/sections-resume>
* Continue to use the “APR” Formula (action verb + project + result)

**PERSONAL / SKILLS / or INTERESTS *(Note: list as necessary for your experience)***

* Other, non-major related university clubs, organizations, and/or community involvement
* Something unique about you that is “interesting”
* Technical/Language Skills (list as advanced, proficient, basic, or familiar with)