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| --- | --- | --- | --- | --- |
| **FIRST NAME I. LAST NAME** | email@live.unc.edu  (Area Code) Phone-Number  LinkedIn URL [Optional] | | | |
| **EDUCATION** | | | | |
| **University of North Carolina at Chapel Hill** – Chapel Hill, NC | | | | Month 20xx |
| *Pre-Business Studies; include Minor if applicable*   * GPA x.xx [List GPA only if 3.00 or higher and do not round up number] | | | | |
| **Honors and Awards** [this sub-section can be deleted if it doesn’t warrant a standalone section] | | | | |
| * Scholarships or awards received, highlight dean’s list. This information can also be included under your “UNC Chapel Hill” section if there are not enough items to include as a stand-alone area * Should have two bullet points in each section; never have one bullet point as a stand-alone | | | | |
| **Global Experience** – City, Country [this sub-section can be deleted if it’s not applicable]  *Study Abroad* | | | | Month 20xx |
| * Add statement about specific transferrable skills developed during study abroad program * Consider highlighting skills to showcase your experience: Problem-solving, analysis, cross-cultural teamwork, flexibility, language skills, ability to operate in ambiguous environments, mobility, willingness to take risks | | | | |
| **EXPERIENCE** | | | | |
| **Company Name** – City, State [abbreviated e.g. NC] or City, Country [if non-US location] | | | Month 20xx - Month 20xx | |
| *Job Title [Incorporate optional company descriptors only to describe unfamiliar companies. Keep to 1 line.]* | | | | |
| * Include bulleted accomplishment statements, provide examples of times you have successfully used the skills * Consider the following questions to help you create more effective bullet points: What was the result/outcome of your work? What were your accomplishments? How did you help the organization? What skills/knowledge did you enhance? * HIGH SCHOOL EXPERIENCE: Include 1 high school internship/project only if it directly relates to your career goals * Begin bullets with a variety of verbs to avoid repetition (e.g. Led, Directed, Supervised) * Open resume bullets with direct action verbs and AVOID “Responsible” or “Assisted” * Use Times New Roman font; font sizes: Your Name, 16; Major Section Headings, 12; Text: 10.5 | | | | |
| **Company Name** – City, State [abbreviated e.g. NC] or City, Country [if non-US location] | | | Month 20xx - Month 20xx | |
| *Job Title [Incorporate optional company descriptors only to describe unfamiliar companies. Keep to 1 line.]* | | | | |
| * Avoid resume bullets with only 1-2 words wrapping to a 2nd line (wordsmith as necessary to get to one line) * Do not adjust margins or spacing between lines; keep to one-page maximum for an undergrad resume * Remove grammar or spelling underlines in MS Word and create .doc(x) and .pdf versions * Save your resume file as “First Name Last Name Resume Date” (ex: John Doe Resume 7-12-16) * ADDING AN ADDITIONAL EXPERIENCE: If you need to add an additional work experience beyond the two examples/spaces provided, copy the table cells– don’t try to enter a new experience manually, as you risk the formatting not matching. To copy/paste table cells, first click on the Layout ribbon, then click “View Gridlines” * Highlight and copy all 3 table rows for the previous work experience (Company Name, Job Title, and bullet points); put your cursor at the front of the cell that says “Leadership and Community Involvement” and click paste. You can then write over that experience with the new experience content | | | | |
| **LEADERSHIP AND COMMUNITY INVOLVEMENT** | | | | |
| **Organization Name** – City, State | | Month 20xx - Month 20xx | | | |
| *Position Title [optional, if leadership position is held]* | | | | |
| * Format positions within this section like previous experience sections, but may/may not include bullet points * Include experiences that round out your story and add to your credibility by exemplifying a progressive work history | | | | |
| **Organization Name** – City, State | | Month 20xx - Month 20xx | | | |
| *Position Title [optional, if leadership position is held]* | | | | |
| * Numbers: K=thousands, M=millions, B=billions, +=more than [e.g. $50M+], <less than [e.g. <2%], sf=square feet * All numbers should be digits, not words [e.g. 8, not eight] | | | | |
| **ADDITIONAL INFORMATION** | | | | |
| * Include language abilities and technology skills beyond MS Office (e.g., coding languages, Argus and Salesforce.com) * US permanent work authorization [only for international students with the right to work in the US] | | | | |