



RESUME GUIDELINES

Your Resume Should Be...

1. EASY TO READ

- One Page
- 10-12 point font size
- Standard fonts (Arial, Times New Roman, Garamond)
- Adequate Margins– Top/Bottom, Left/Right (1/2”-1”)
- Bold headings
- Indentations and bullets
- Well-organized and no typos
- Printed on quality white or ivory paper

2. CONSISTENT IN FORMAT

- Dates, fonts, and spacing should follow a specific pattern
- Use past tense action verbs for past experiences
- Use present tense action verbs for current experiences

3. RELEVANT TO EMPLOYER NEEDS

- Differentiate yourself from other candidates
- Be concise and highlight what is most important
- Include a cover letter

Do NOT Include...

- An objective statement
- Irrelevant details
- Pronouns (ex. a, the, I, me)
- Salary expectations
- Photographs
- Race, age, nationality, sex, weight
- Politics/Religion
- The statement: “References Available Upon Request”
- Abbreviations or acronyms unfamiliar to the employer

COMPONENTS OF AN EFFECTIVE RESUME

Contact Information

- Use your official name.
- Domestic students should provide both a college and permanent address.
- International students are best served disclosing current address only.
- Include a phone number and email address.

Education

- Candidate for *Bachelor of Science* in Business Management.
- Include Babson Concentrations or Area(s) of Interest, if applicable
- Note honors/awards and clarify criteria.
- Include Cumulative GPA (if 3.00 or higher) and Concentration GPA, if known (If disclose Concentration GPA, must include Cumulative GPA).
- Include study abroad experience.
- Transfer students, include university from which you transferred.
- High school may be listed, but not necessary as you near senior year.

Experience

- *Company Name*– As it would be listed in home country.
- *Location*– City and State (or Country).
- *Position Held*– Avoid generic titles such as Intern or Associate.
- *Industry* (optional)- Only if organization is not well-known.
- *Dates of Employment*– Indicate month and year(s) you worked or season and year. Stay consistent with format.
- Use *bullets* to describe each experience. Start each bullet with an action verb in the correct tense.
- Include relevant academic projects part of coursework- FME, OEM/MCE, MCFE.
 - Indicate that project is part of Babson curriculum.
 - Avoid acronyms (spell out or describe in bullets).
 - Avoid revealing proprietary information.
- Be *specific*– Functions performed, challenges, results, and skills.
- *Quantify/give depth* to your experiences. Use numbers/adjectives.
- Early or irrelevant experience may be condensed and/or deleted.

Activities

- Identify the position held and results of leadership roles.

Skills

- List function-specific software and relevant Internet research tools.
- Include foreign language skills and level of fluency.

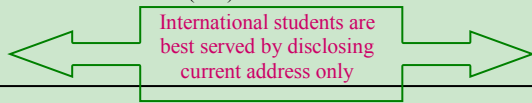
Interests (optional)

Demonstrate well-roundedness or show other relevant information.

SAMPLE RESUME

ssample@babson.edu
(555) 234-5678

Campus Address:
Babson College, Campus Box 000
Babson Park, MA 02457



Permanent Address:
123 Main Street
Anywhere, FL 12345

RESUME CHECKLIST

FORMAT:

- ✓ Is my resume 1 page?
- ✓ Did I use professional font type, size 10-12?
- ✓ Did I leave adequate margins and spacing?
- ✓ Did I bold my headings and vary my typeface?
- ✓ Do my dates, fonts, and spacing follow a consistent pattern?

CONTENT:

- ✓ Is my degree listed as *Bachelor of Science in Business Management*?
- ✓ Does my GPA go out 2 decimal places?
- ✓ Did I provide appropriate contact information?
- ✓ Did I omit personal information?
- ✓ For each experience, do I have a company name, location, job title, and dates?
- ✓ Did I highlight what is most important in a clear and concise way?
- ✓ Did I use action verbs to describe my experience in the appropriate tense?
- ✓ Did I indicate my level of fluency in foreign languages?

WRAPPING UP:

- ✓ Did I proofread?
- ✓ Is my resume easy to read?
- ✓ Did I visit CCD for a resume critique?
- ✓ Did I upload my resume onto *Babson Career Connections*?
- ✓ Did I print my resume on quality paper?

EDUCATION

Babson College

Candidate for *Bachelor of Science* in Business Management
Concentration: Marketing
Cumulative GPA 3.34; Concentration GPA 3.78

Relevant Academic Project: Conducted industry and company analysis on local Home Depot as part of intermediate management course. Conducted interviews, analyzed public financial statements, and developed recommendations for future growth.



Babson Park, MA
May 2010

University College Cork

Coursework of Special Interest: Organizational Behavior and Marketing

If applicable, include study abroad experience and/or transfer institution

Cork, Ireland
Fall 2008

EXPERIENCE

Company Name

Student Consultant

- Participated in management consulting field experience project as part of advanced curriculum
- Conducted research and consulted with clientele to gain understanding of organization
- Collaborated with team of six to review and make recommendations for company growth and development to support strategic management initiatives

Babson Park, MA
Fall 2009

Staples Corporation

Partnership & Online Marketing Analyst

- Monitored Affiliate Program partners to ensure contract compliance
- Conducted affiliate marketing analysis of competitor sites
- Contributed to Staples Email Opt-in Project estimated to save \$5.9 Million in marketing expenses annually



Framingham, MA
Summer 2009

Walt Disney World

Food Service Host, College Program- Outdoor Food Department

- Maintained inventory control system on wagons
- Provided immediate guest service recovery

Orlando, FL
Summer 2007

Beaver Glassware

Marketing Team Member

- Participated in student-run entrepreneurial venture as part of first-year curriculum
- Contributed marketing ideas for glassware product
- Liquidated business and donated profits to local charity



Babson Park, MA
Spring 2007

ACTIVITIES

Babson College Conduct Council, Selected Member

2008-2009

Babson Free Press, Production Manager/Section Editor

Fall 2007-Present

- Manage article assignments for team of five writers
- Create layout for weekly issue

Babson Marketing Association, Member

Fall 2007-Present

Class of 2010 Steering Committee, Member

Fall 2006-Present

- Serve as liaison between class members and college administration
- Organize events aimed at increasing class participation and unity

SKILLS

Computer: Microsoft Excel, Access, Word, PowerPoint, Minitab (Statistical Modeling)

SAMPLE ACTION VERBS

adapted addressed acted administered allocated analyzed appraised arbitrated arranged assembled assessed attained audited authored balanced budgeted built catalogued chaired clarified coached collected communicated compiled computed conceptualized consolidated contracted controlled coordinated corresponded counseled created critiqued decided decreased defined delegated delivered demonstrated designed determined developed devised directed discovered displayed distributed edited educated eliminated enabled encouraged enhanced enforced engaged established evaluated examined executed explained facilitated fashioned forecasted formulated founded formed gathered generated governed grouped guided handled helped identified illustrated imagined implemented improved increased individualized influenced informed initiated instructed interacted interpreted interviewed introduced inventoried joined lectured led maintained managed marketed mediated moderated motivated negotiated observed operated organized originated oversaw participated performed persuaded planned prepared presented produced projected promoted publicized purchased recommended recorded recruited referred reported researched restructured revamped reviewed scheduled selected set criteria shaped showed simulated solved spearheaded spoke started stimulated studied strengthened summarized supervised supported surveyed taught teamed with tested trained translated tutored updated utilized verified volunteered won worked wrote