

Sample 1 - Reverse Chronological Style (sophomore with high school and college experience)

- Conservative font (e.g. Times, Arial). 10-12 point.
- One page, visually clean, no typos or spelling errors.

Include both addresses or choose the one that makes more strategic sense (you're applying for an internship in Pittsburgh and your home address is there).

List GPA if you are proud of it and if it is important to employers in your field. List to 2 decimal points.

- Spell out names of organizations that go by acronyms.
- Present tense for activities with which you are still involved; past for past.
- Ask several people to review your resume for flow, grammar, and formatting.

Chronological format: experiences listed within sections in reverse chronological order.

JENNIFER McLAREN
mclaren@wustl.edu / (412) 555-5555

EDUCATION St. Louis, MO

Washington University in St. Louis
 Candidate for Bachelor of Arts, May 2024
 Major: Biochemistry, Minor: Spanish
 Honors:

- Dean's List (Spring 2021)
- Lock and Chain Sophomore Honorary, Member (2021 - present)
- GPA 3.48/4.0

Xavier High School, May 2020 Pittsburgh, PA

EXPERIENCE

Alpha Epsilon Delta St. Louis, MO
Member and Chair of the Community Service Committee
 April 2022 - present

- Plan monthly health-related volunteer activities for members of the Washington University pre-health honorary society
- Mentor group of seven pre-health students on course selection and other academic and extracurricular issues
- Lead bi-monthly planning meetings for the community service sub-committee

Uptown Cafe Pittsburgh, PA
Assistant Head Waitress
 June - August 2021 & June - August 2022

- Trained 15 servers in procedures and customer service skills
- Resolved operational and customer service issues
- Provided excellent customer service
- Earned "Employee of the Month" designation in July 2021

Mano a Mano Colombia, South America
Volunteer
 July 2020

- Participated in cross-cultural youth leadership and service program
- Crafted and delivered presentation to community groups in U.S. upon return

SKILLS

- Proficient in Spanish
- Proficient in Adobe Photoshop



Sample 2 - Reverse Chronological style (senior seeking job in student conservation or advocacy)

- Conservative font (e.g. Arial). 10-12 point.
- Top, bottom, and side margins may vary between half-inch and one-inch.
- If you have questions about whether or not to include your GPA, consult with a career advisor.
- Check for consistency and parallel structure. Make the info on your resume easy to absorb by listing each of your work, volunteer, and internship experiences in the same format. This sample shows descriptions in paragraph form. Some people find this format harder to read than bullets (see other samples).
- Think about how your skills are transferable to a new environment as you write descriptions of your past experiences.

Limit your resume to one page.

- Keep locations (MO vs. Missouri) and dates (May -August 2022 vs. Summer 2022) consistent throughout. Listing actual months (May -August) is preferred to listing the season (Summer).

Benjamin Nguyen	
bnguyen@wustl.edu / (314) 555-1234	
<u>EDUCATION</u>	
Washington University in St. Louis, MO Bachelor of Arts, May 2023 Major: English Minors: Psychology, Spanish	
University of Queensland, Brisbane, Australia Spring Semester 2022 Focus: Environmental Studies and immersion in Australian culture	
<u>INTERNSHIP EXPERIENCE</u>	
Interdisciplinary Environmental Law Clinic <i>Student Consultant</i> Worked with student attorneys to provide legal and technical assistance on environmental and community health problems to individuals and organizations.	St. Louis, MO June - August 2022
Christine Campbell's Campaign to the U.S. Senate <i>Intern</i> Gathered information, maintained a database, wrote letters, participated in organizing conferences, and represented the candidate in various situations. Participated in fundraising events and personally raised \$10,000 through telephone pledges and door-knocking activities.	Portland, OR May - August 2021
<u>LEADERSHIP AND SERVICE EXPERIENCE</u>	
Washington University Residential Life <i>Resident Advisor</i> Supervise and advise 60 first-year residents. Design and implement weekly floor programs intended to educate and develop residents. Completed 100+ hours of training in areas including conflict resolution, diversity awareness and leadership.	St. Louis, MO May 2022 - Present
Office of Judicial Affairs <i>Board Member of Conduct Council</i> Appointed by the Director of Judicial Affairs and the Dean of Students to participate in four hearings for the resolution of complaints against students. Created and enforced academic and social sanctions against students who violated the Code of Conduct.	St. Louis, MO October 2020 - May 2021
Boston Visitor's Bureau <i>Visitor Center Associate</i> Assembled, organized and mailed visitors packets to over 500 prospective tourists. Selected "July Associate of the Month" for providing superior customer service. Greeted tourists and promoted merchandise sales.	Boston, MA May - August 2020
<u>SKILLS</u>	
Computer: Proficient in Microsoft Excel, and Dreamweaver. Language: Proficient in Spanish. Familiar with French.	



Sample 3 - Reverse Chronological style (junior seeking internship in business)

Maria Lopez

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marialopezwrites.com

EDUCATION

Washington University in St. Louis

Bachelor of Arts Candidate, May 2024

Major: Political Science

Relevant Coursework:

Principles of Financial Accounting

Calculus I

Capital Markets & Financial Management

Principles of Marketing

Washington University Praxis Program (August 2021)

Focus on work readiness skills for liberal arts students

HONORS AND ACTIVITIES

Washington University Danforth Scholar (2020-2021)

Intramural Soccer (2020-2021)

EXPERIENCE

Phi Lambda Psi, Women's Health and Wellness Honorary, St. Louis, MO Secretary (Fall 2020- present)

- Co-direct an AIDS Awareness Initiative on campus and designed flyers and promotional materials for the event.
- Manage communication during meetings and update 30 members about events.

Wells Fargo, Charlotte, NC

Risk Management Intern (May-August 2022)

- Researched compliance issues integral to major U.S. bank operations.
- Documented transportation routes around key hub and its four satellites for an Urban Check-Cashing Plot to allow compliance with the Community Reinvestment Act. Reinvestment Act Compliance successfully met for 2022.
- Completed an anti-money laundering course.
- Assisted with administrative duties, as needed.

Camp Miniwanca, Shelby, MI

Cabin Leader (June - August 2022)

- Supervised and mentored cabin of seven 11-year old campers.
- Developed outdoor cooking curriculum and taught 40 campers.
- Led morning reflection program to support camp philosophy of balanced living.

American Red Cross, St. Louis Chapter, St. Louis, MO

Intern, Communication and Public Affairs Department (January-May 2022)

- Researched, wrote, and edited ~10 articles for quarterly magazine and official magazine.
- Conducted interviews, gathered information, and wrote summaries for monthly volunteer newsletter.

SKILLS

Computer: Proficient in MS Word, Excel, Access, PowerPoint, and Adobe Photoshop

Language: Familiar with Italian

Tailor this section with specific coursework relating directly to the opportunity you desire. Include only high-level courses, courses outside your major, or relevant electives - not courses that are typical for your major.

- Quantifying your experience gives the hiring manager a concise fact that lends perspective to your accomplishment.

