



**18-24 pt. font for name (bolded)  
First and last name**

Single spacing, narrow margins (.5), 10 or 11 pt. for body of resume

Current (or Permanent) mailing address | Phone | Professional e-mail address | LinkedIn address

**OBJECTIVE (optional)** Seeking (position title) with (type of company or industry), utilizing (skills, at least three)

**EDUCATION**

Xavier University of Louisiana, New Orleans, LA

Bachelor of Science (Arts) in \_\_\_\_\_ (major)

Month & Year of Graduation

Minor: \_\_\_\_\_ | GPA: \_\_\_\_\_ (if 3.0 or higher)

Month & Year of Completion

**Community College (optional)**

or (total credits)

High School name, City, State

High School Diploma

College Preparatory

GPA: 3.85



**High School  
information is omitted  
after freshmen year**

Month & Year of Graduation

**RELEVANT COURSEWORK (optional)**

(List classes related to career goals and job)

**RESEARCH (optional)**

Project, Xavier University of Louisiana, New Orleans, LA

Month & Year – Month & Year

- List your accomplishments and what skills were gained
- Use action verbs to integrate transferable skills to explain what you did
- When possible, quantify your experience



**Dates should be right justified**

**EXPERIENCE (list in reverse chronological order)**

**Position Title/Role**

Month & Year – Month & Year

Company/Organization, City, State

- Strongest selling point first! Review job description for relevant skills
- Focus on accomplishments and results, not just job duties
- Provide details of specific responsibilities and the impact on the organization
- Remember to quantify when possible

**Position Title/Role**

Month & Year – Month & Year

Company/Organization, City, State

- Begin each bullet with a strong action verb
- Be consistent with your verb tense; if it happened in the past, use past tense
- Avoid repetition of verbs and phrases



**Capitalized and bolded headings**

**ACTIVITIES/HONORS/INVOLVEMENT**

- Organization (title) only if leadership role held • Scholarship

**SKILLS**

- Computer skills • Language skills • Industry- Specific skills: (optional)