Swarthmore Student

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**EDUCATION**

**Swarthmore College** | Swarthmore, PA May 202\_

Candidate for B.A. in [major] and in [second major] with Minor in [minor]; *Cumulative GPA:* 3.7/4.0

* *Relevant Coursework*: [list courses that pertain to opportunities that you’re seeking, not necessarily related to your major or minor. If that doesn’t apply, this bullet can be omitted]

**RELEVANT EXPERIENCE [e.g. “Non-Profit & Advocacy Experience”]**

**Employer** | New York, NY June – August ‘2\_ [include start and end months]

*Title [if tight on space, the title can go on the same line as the organization, location, and dates]*

* Consider your audience
* Start each description bullet with a strong action verb that details what you did, how you did it, and what it was for.
* Avoid starting bullets with “assisted” or “helped”; instead, using a stronger verb to describe *how* you specifically contributed to that greater effort
* Whenever possible, utilize numbers to demonstrate positive impact/results within your descriptions (e.g. “Created marketing campaign for event that resulted in 50% increase in attendance compared to previous year”)

**Organization** | Swarthmore, PA [overall dates with the organization]

*Title (dates), Title (dates)*

* If you have held multiple roles within the same organization (see line above), you can list them horizontally with dates to save space (rather than having them on separate lines) and show leadership progression over time
* It’s okay to combine both professional (work & volunteer) experiences and extra-curricular or research experiences within the same “relevant” experience section. “Experience” can refer to all kinds of experience
* Within any section, experiences should be listed from most to least recent by end date

**Employer** **City, ST**

*Title June ’2\_ – August ‘2\_*

* The listing above this bullet showcases a different potential layout for experience listings on your resume
* Be consistent with formatting/layout throughout your document; Use devices like bold or italics sparingly

**LEADERSHIP & ADDITIONAL EXPERIENCE (anything that doesn’t go in the “relevant" section above)**

**Student Club,** *Title* | Swarthmore, PAAugust 2022– Present

* Maintain a balance of white space to make your document easy to read
* Avoid font size smaller than 10 pt for your descriptions or they become too difficult to read when printed
* Maintain margins on all sides of at least .5 inches (ideally .6”) on all sides to avoid making your document look crowded or creating printing issues

**Employer,** *Title* **|** City, ST June – August 2021

* Limit description bullets to no more than two lines or it becomes difficult to read
* It is common practice to remove articles (e.g. the, an) from descriptions to save space

**SKILLS & INTERESTS**

* *Technical Skills*: It’s always a good idea to highlight your knowledge of technical skills such as proficiencies with different programs (Excel, STATA, etc.) Use job descriptions as a guide for which technical skills to include in this list.
* *Language Skills*: Should include your comfort level with the language (e.g. “Highly proficient in French” or “Basic speaking skills in Spanish”). Can also be “Programming Languages” for technical roles.
* *Interests*: It is often helpful to include hobbies or other interests. If you do include these, they should be specific (e.g. “trail running” rather than “exercise” or “Avid Phillies fan” as opposed to “watching professional sports”). They should be things that would be easy conversation starters. Your interests’ bullet should not exceed one line.