**NAME**

[Phone Number] | [Binghamton Email Address] | [City, State]

**EDUCATION AND HONORS**

**Binghamton University, State University of New York, School of Management Binghamton, NY**

*Bachelor of Science in [Degree], Concentration(s) in [List Concentration(s) Here] Expected May [20XX]*

**Cumulative GPA: [X.XX]/4.00 | Dean’s List: [Date Range]**

**[High School] [City, State]**

*[Diploma Type] (if you don’t have a specific diploma (ex. Regents Diploma), just put High School Diploma) June [20XX]*

**Cumulative GPA:** [X.XX]/100.00 **| SAT** (or ACT): [XXXX]/1600

**PROFESSIONAL EXPERIENCE**

**[Firm 1] [City, State]**

*[Position] [Time period (use months)]*

* Construct bullets answering WHAT you did (starting with a strong action verb), HOW you did it (important if you used a technical skill or can be used to showcase another skill), WHY you did it (what was the RESULT of your action)
* Make sure each bullet delivers value by demonstrating a skill you have or something that is unique about your experience, don’t repeat yourself, and be sure it goes all the way to the end of the line

**[Firm 2] [City, State]**

*[Position] [Time period (use months)]*

* Make sure your formatting is consistent throughout your resume
* The resume should fit the whole page and be centered in the middle of the page, so feel free to increase the font size to between 10 and 12

**LEADERSHIP EXPERIENCE**

**[Club/Sports Team/Competition 1] [City, State]**

*[Position] [Time period (use months)]*

* Experiences should be in reverse chronological order (most recent events first)
* Bullets should all be properly aligned with each other
* Make sure verb tense in bullets match the dates so that if it is an ongoing experience, verbs are all in the present tense

**[Club/Sports Team/Competition 2] [City, State]**

*[Position] [Time period (use months)]*

* Never end bullets with periods
* You should have at least 2 bullets for each of your experiences
* Bullets should be one or two full lines and should never include personal pronouns (ex. I, you, we, them, etc.)

**ADDITIONAL INFORMATION**

**Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) [add any other programming languages/software you know, and be sure to add your proficiency “Basic in…” or “Proficient in…”)

**Language:** [only list a language if you can have a conversation in it and do not include English unless you’re an international student]

**Organizations:** [list organizations you are in here, if it’s not already in another section]

**Volunteer Experience**: [list organizations you volunteer for here]

**Interests:** [put anything you feel you could have a conversation about and should only be one line (New York Rangers, Hiking, Marvel Movies, Fantasy Football)]