

Graduate Student Resume

First and Last Name

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EDUCATION

Appalachian State University, Boone, NC

Master of Business Administration

Graduation Month and Year

Concentration: Name of Concentration

GPA: 3.0 or >

Bachelor of Science in Business Administration

Graduation Month and Year

Major: Name of Major, Name of 2nd Major (if applicable)

GPA: 3.0 or >

RELEVANT EXPERIENCE

Company Name, City, ST

Starting Month Year – Present

Intern

- Customize each resume you submit to the specific position for which you are applying by including the skills, qualifications, and industry keywords you find in each job description
- Begin each bullet point with a [power verb](#) that represents a valuable, transferable skill that is essential in your industry and then elaborate on how you employ that skill to highlight your value in the field
- Create two line bullet points that allow you to describe important tasks in depth to offer evidence of insight, analysis, understanding, writing skill, and leadership potential (Not all bullet points have to be two lines)

PROJECT EXPERIENCE

Project/Organization Name, City, ST

Month Year – Month Year

- Exhibit transferable skills and potential by describing roles and skills used during a collaborative, substantial project that may have been through a practicum or classroom experience (Do not forget to highlight results)
- Focus descriptions on skills that will be relevant and important for the specific job for which you are applying

LEADERSHIP AND INVOLVEMENT

Organization Name, City, ST

Month Year – Present

Officer Position Title

- Demonstrate leadership potential by writing bulleted phrases about soft skills that describe how you relate to and interact with others and how those actions produce positive results, improve morale, or build cohesive teams
- Write bullet points about both hard and soft skills to highlight that you are qualified, skilled, and well rounded

WORK EXPERIENCE

Company Name, City, ST

Starting Month Year – Ending Month Year

Position Title

- Relate tasks at jobs to specific, professional skills that provide evidence of your ability to collaborate, multi-task, problem solve, develop relationships, coordinate efforts, and excel in a team (focus on skills, not on specific tasks)
- Translate your experience in customer service to statements that define how you anticipate, clarify, and meet the needs of your customers in a way that allows the reader to extrapolate your customer care strategy to their clients
- Identify the scope and context of repetitive tasks in a way that centers your work ethic and dedication

Company Name, City, ST

Starting Month Year – Ending Month Year

Position Title

- Craft bullet points for part time jobs with careful attention to competencies that confirm your professionalism
- Vary the topics on which you write your bullet points throughout your resume to include a wide array of professional skills and abilities, but always connect them back to your industry, the specific job, or your major

VOLUNTEER EXPERIENCE

Organization Name, City, ST

Month Year – Present

Volunteer

- Allow your passion, interests, personality, and values to emerge as you write about causes you care deeply about
- Focus bullet points about your volunteer work on relevant, transferable skills like how you might develop a sense of community or establish a support network, instead of cleaning, cooking, stacking, etc.

CERTIFICATIONS & TECHNICAL SKILLS or LANGUAGES (Hard Skills)

- Specific skill 1 + Level of expertise or capabilities
- Certification