

Essential Sections

First and Last Name

Your Address | Your Phone Number | Email

This header should provide your professional contact information. Use this to brand both your resume and cover letter.

EDUCATION

Bachelor of Business Administration Degree

Anticipated Graduation: May 2024

North Island College, Courtenay, BC

- Concentration: Business Marketing, Minor: Digital Marketing
- Cumulative GPA: 3.9/4.0

The education section should include your current degree type, major, and anticipated graduation date. *Listing your GPA is optional.*

EXPERIENCE

Ambassador

February 2020 - August 2021

UVIC Office of Student Employment

- Recruit students to visit the UVIC Office of Student Employment using various marketing techniques
- Assist students with resume and cover letter development during weekly drop-in hours.

The experience section will use 3 to 5 action statements (see back) to describe your current and previous experiences. You should include paid, unpaid, volunteer, and leadership roles.

Optional Sections

Skills & Certifications

- Relevant training
- Special certifications
- Technical or computer skills

Relevant Coursework

- Specific projects
- Significant papers
- Relevant assignments

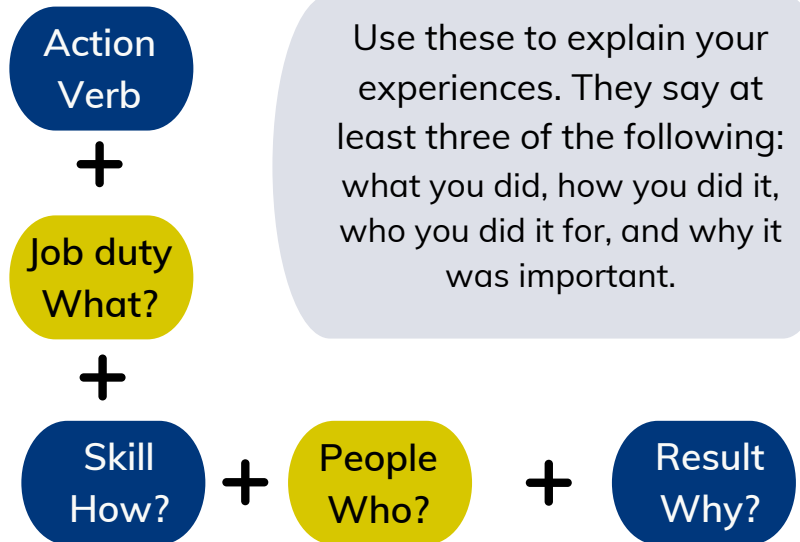
Awards & Activities

- Academic awards
- Honor societies
- Relevant organizations or involvements

Formatting 101

- 1 **Avoid Templates.** "Fill-in-the-blank" templates can be challenging to edit.
- 2 **Emphasis.** Only use bold, italics, underline, and horizontal lines to emphasize important information and to separate your sections. Maximum 2 styles used per document.
- 3 **Font.** Use standard, professional fonts (e.g. Times New Roman, Arial, Calibri). Use 11- or 12-point font for content and no more than 14-point font for headers.
- 4 **Spacing.** Ensure margins, bulleted statements, and spacing between and within each section are uniform.
- 5 **Be Consistent.** If you bold one position title, don't italicize the other. This will create a clean, easy-to-read document

Action Statements



A Few Action Verbs

Research	Collected Evaluated	Interviewed Investigated	Reviewed Surveyed
Financial	Allocated Appraised	Balanced Developed	Estimated Projected
Communication	Addressed Discussed	Drafted Explained	Marketed Recruited
Management	Coordinated Delegated	Executed Planned	Produced Supervised
Organization	Approved Compiled	Maintained Monitored	Prepared Scheduled
Helping	Advocated Assisted	Coached Educated	Facilitated Referred