

Students with five or fewer boxes checked will receive 25 points, six or more boxes checked will receive 15 points and can earn 5 points back with adjustment of the resume and face to face review meeting. In order to earn any points, students must pick up their resume from the Dean's Office during the designated days and times.

FORMAT & STYLE

- LEAD Resume template followed.....
- Consistent spacing/white space between sections, after headers.....
- Dates align throughout document.....
- Margins are same size top to bottom and left to right (1 or .75 inches)
- Consistent use of font size, type and style in headers and resume content.....
- Descriptions **do not** include personal pronouns (I, my, they, their)
- Present employment experience described in present tense verbs.....
- Past employment experiences described with past tense verbs
- Correct spelling throughout document
- Bullet points consistently end with or without punctuation
- Bullet point alignment/spacing is consistent throughout document.....
- Resume should be no longer than one, single-spaced page.....
- *If included, an objective section should describe goals for the job/internship that would not be already implied by major and/or graduation year information

HEADER

- Name - Larger font, bold
- Single address listed if local (all information centered, or split on either margin, see examples on next page).....
- Two addresses if primary address is distant and/or employer is based near primary address (see examples next page).....
- Abbreviations (or lack thereof) used consistently (North & Street **OR** N. & St.)
- Use your Marquette email address (remove hyperlink).....
- One phone number listed.....

EDUCATION

- University's full name, Degree (Bachelor of Science in Business Administration), City and State.....
- Transfer students: If you earned an Associate's Degree, list it below your MU degree. Otherwise, list only your MU degree. (Activities from a previous school are appropriate to list in the activities section on your resume.)*
- Graduation Date - Listed as a month and year
- Full name of Major(s), Minor(s) listed
- * If undecided, omit the major line
- Use singular (Major) if you have one major, or plural (Majors) if you have multiple majors*
- *If double major, list as: Majors: **Major 1** and **Major 2**. Do not bold "and"
- College GPA (list if 3.0 or better), high school GPA is **not** listed.....
- If this is your first semester at MU, you will include GPA after receiving your final grades for the semester.*
- List your GPA with consistent decimal places. Example: 3.0/4.0 or 3.00/4.00.*
- High school education information is not included

SKILLS (optional – indented under Education)

- Language(s) skill level (Fluent, conversational, etc)
- Specialized computer program experience (*Do not list MS Word, Excel, PowerPoint*).....
- * List computer skills when they go beyond skills learned as part of the College of Business Administration curriculum

EXPERIENCE

- *Work experiences from high school may be included
- Organization name, Job Title, City, State included for each employment experience.....
- Job title format should match the font and format of your degree name (Bachelor of Science in Business Administration).....
- Experiences Listed in reverse chronological order according to end date (most recent end date listed first).....
- Includes start date month (spelled out) and year, and end date or "Present"
- *Use "Seasonal, Month, Year- Present" for roles outside of Milwaukee that you intend to return to over breaks.....
- Job duties and accomplishments are listed with relevant detail.....
- Emphasize skills in addition to tasks in bullet points.....
- Verb forms match an "I" subject (Lead teammates, NOT Leading teammates)
- Action words used to begin each bullet point

HONORS, ACTIVITIES & CLASS PROJECTS

- College-level experiences are included; *high school clubs/sports are omitted
- Mimic experience and education section font styles for organization name and role.....
- For campus-based activities, "Marquette University" replaces city/state for location.....
- Use bullet points to describe your involvement within activities or projects
- If scholarships are included, explain the reason for award (awarded for academic achievement).....

Examples for promotions format, class projects, studying abroad and address options

Promotion format

When showing that you have been promoted from one position to another, list the employer name first, followed by your job titles. When you use promotion format to describe one experience, you will need to update your resume to the employer name first format

Example:

PICK AND SAVE, Milwaukee, WI June 2016-August 2018 (Overall Time at Business)
Cashier, May 2018-August 2018 (Time in position)
• Bullets describing cashier role
Stocker, June 2016-May 2018 (Time in position)
• Bullets describing stocker role

Class Projects

When describing class projects, mimic the format used for a job Projects can be added to a “class project” or “related experience” section of your resume.

Example:

NAME DESCRIBING PROJECT, Marquette University (School replaces City/State location) August 2019-Present
CEO
• Lead team of students in a coffee shop business simulation
• Analyze data to make informed decisions about...

Study Abroad

Study abroad information should be included in your education section and should mimic the formatting of your Marquette University education.

Example:

MARQUETTE UNIVERSITY, Milwaukee, WI May 2023
Bachelor of Science in Business Administration
Major: **Operations and Supply Chain Management**

UNIVERSITY DE DUESTO, San Sebastian, Spain Spring 2020
Study Abroad: Spanish language Focus
• Use bullets to describe learning, experience and/or highlights

Address Options

Campus Address
125 West Wisconsin Avenue
Milwaukee, WI 12345

Melanie Blue
melanie.blue@marquette.edu
(312)123-4567

Permanent Address
123 Main Street, Unit A
Chicago, IL 23456

Melanie Blue
melanie.blue@marquette.edu
125 West Wisconsin Avenue
Milwaukee, WI 12345
(312) 123-4567

125 West Wisconsin Avenue
Milwaukee, WI 12345

Melanie Blue

Melanie.blue@marquette.edu
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