**LEEDS RESUME TEMPLATE 2025**

Boulder, CO (remove if job is outside CO) • firstname.lastname@colorado.edu • 303-333-3333 • [www.linkedin.com/in/name](http://www.linkedin.com/in/name)

**EDUCATION**

**University of Colorado Boulder – Leeds School of Business** Anticipated GraduationMonth/Year

Bachelor of Science in Business Administration, Emphasis(es) in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any Minors or Certificates here

Cumulative GPA or Business GPA (list if above 3.0) | Dean’s List (all eligible semesters)

* ***Relevant Courses:*** Include 3-7 specific, relevant courses. List by full course title, not numeric abbreviation.
* ***Special Programs or Certifications:*** Honors, Leeds Scholars, Diverse Scholars, Wall Street Prep, ARGUS, etc.
* ***Relevant Project:*** Include here if you are only listing one, otherwise include in a separate Projects section.

**Other Colleges/Universities,** City, State (list semesters abroad, transfers, or other degrees) Month/Year

Degree and Major, dates attended (use the same format as your University of Colorado description above)

If you did not receive a degree, put “Coursework toward Bachelor of Science in Business Administration” or “Courses included \_\_\_\_”

**HONORS AND AWARDS \*OPTIONAL** (If you have only one honor/award, include in the Education section instead.)

* List any academic/educational honors, awards, or scholarships with qualifying context so a reader can understand what it is, how competitive it is, etc.

**EXPERIENCE**

**Name of Company** City, State *Your Position Title* Month/Year - Month/Year or Present

* List your positions in reverse chronological order (most recent first) or by relevance if one experience is much more applicable than the others. Quantify your results and accomplishments and highlight your level of responsibility. Integrate transferable skills (i.e. communication, organization, analytical skills, etc.).
* Tailor your resume to the keywords in each job description.

**Name of Company** City, State *Your Position Title* Month/Year – Month/Year

* Bullet points should be formatted as action verb + task + result/skill/outcome. Use *pas*t tense if the experience is completed and *present* tense if you are still there.
* Include 2-5 bullet points per position depending on experience gained. No personal pronouns, I, me, they, our, etc.

**RELEVANT PROJECTS \*OPTIONAL** (If you have only one project, include in the Education section instead.)

**Name of Class** (full title not numeric abbreviation) City, State*Project Title* Month/Year – Month/Year

* Detail class projects here if they are directly related to your employment goals. Describe what the project was, how you completed it, and what the results were.

**LEADERSHIP/COMMUNITY ENGAGEMENT \*OPTIONAL**

**Name of Organization** City, State *Officer/Position Title* Month/Year – Month/Year

* List experiences in reverse chronological order or based on relevance.
* Include clubs, sports, volunteer work, leadership within organizations, etc.

**Name of Organization** City, State *Officer/Position Title* Month/Year – Month/Year

* Quantify results and individual accomplishments of your position, not just responsibilities held (how much money you raised, people you recruited, impact you made, etc.).
* Demonstrate how the experience is transferable to the role you are applying for with technical or transferable skills.

**SKILLS/ADDITIONAL INFORMATION & ACHIEVEMENTS \*OPTIONAL**

* Technical Skills: Financial modeling, Excel (pivot tables), Adobe, QuickBooks as well as skills from the job description
* Certifications (if not included underneath Education): CFA Level 1 Candidate, Bloomberg Marget Concepts, Google Ads
* Foreign Language(s): List any in which you are fluent or business proficient.
* Professional: Sales, Customer Service, Lead Generation, Data Analysis, Forecasting, Market Research
* Interests: List hobbies, interests, or skills that differentiate you as a candidate and market you to an employer/make you unique.

For tips on tailoring your resume to the position you are applying for and getting through the Applicant Tracking System click [here](https://docs.google.com/document/d/1dCE4VewDC1gOAqfrudKylzfoDnfY6SwZJuFZ80MYDmw/edit?tab=t.0).