**VERYFULL RESUME**

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**EDUCATION**

**University of Colorado Boulder – Leeds School of Business** May 2020

Bachelor of Science in Business Administration with an emphasis in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any Certificates or Minors here

Cumulative GPA or Business GPA (list only if above 3.0 and list whichever GPA is higher, your cumulative or business GPA)

* ***Relevant Projects:*** Details of class projects here, especially if they are directly related to your employment goals. Tell WHAT the project was, HOW you completed it and what the RESULTS were.
* ***Relevant Courses:*** Include specific courses that are RELEVANT. List by name. (No course numbers) And keep list to 5-7 courses.

**Other Colleges/Universities,** City, State (list semesters abroad, transfers or other degrees) Spring 2019

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 B.S. in Business Administration” or “Courses included….”

**HONORS AND AWARDS \*OPTIONAL** (use 2 bullets, if you have only one honor, put in education section)

* List any ACADEMIC OR EDUCATIONAL honors or awards or scholarships, i.e., Dean’s List, Fall 2018

**EXPERIENCE**

**Name of Company,** City, State June 2018-Present

*Your Position Title*

* List your positions in reverse chronological order (most recent first) and quantify your results and accomplishments and highlight your level of responsibility. Can incorporate personal strengths if it helps explain the role.
* All work experience is relevant depending on how you explain it. Employers will scan for key words in your resume that apply to criteria in their job descriptions. Read the job description and include words from it in your resume.

**Name of Company,** City, State Summers 2018-2019

*Your Position Title*

* Avoid short phrase-y bullets, take the time to think of and write out a detailed description of what you did. Use *pas*t tense if the job is over (June 2017-2018) and *present* tense if you are still there, (June 2017-Present).
* Always have 2-5 bullet points depending on experience gained.

**LEADERSHIP \*OPTIONAL** (this could be an ACTIVITIES or VOLUNTEER EXPERIENCE)

**Name of Organization,** City, State Fall 2018-Present

*Officer/Position Title (Member since Fall 2017)*

* List leadership experience in reverse chronological order (most recent first). No personal pronouns, I, me, they, our, etc.
* Leadership is different from work experience. If you were “leading” a group, either in a club, committee or team environment, list it. Sports are OK here if you were a captain.

**Name of Organization,** City, State Fall 2017-Spring 2018

*Officer/Position Title*

* Quantify results and accomplishments of your position, not just responsibilities held. Tell what YOU did, not what the committee/club as a whole did. Example: how much money you raised, people you recruited, impact you made.
* QUANTIFY! List this important info! Give details and show your level of responsibility. Be consistent with periods.
* One position or activity is fine, this resume just has two or you could have 3 or 4 if you’ve been very involved.

**SKILLS** (skills are taught and tangible and do not include personal strengths, which are subjective)

* List any and all of your computer skills – this category doesn’t have to exist if you are out of space and have standard skills.
* List advanced knowledge of Excel and others. Can list certificates.
* List language skills (classify your ability: Basic, Conversational, Proficient, Fluent).

**ADDITIONAL INFORMATION \*OPTIONAL** (or PERSONAL INFORMATION/ACHIEVEMENTS)

* Use this section for any other information that helps market you to potential employers.
* Examples- use a bullet for current or high school sports, music or significant accomplishments not listed above.
* If you don’t have quantifiable accomplishments list intramurals, hobbies, interests or certifications.