
Resume

A resume is a selective summary of your skills and qualifications for a position. Ultimately, you have one page to convince someone of your credentials. But resumes aren't just summaries. A strategic resume is tailored to the employer and proves you match with the position and its requirements.

List any colleges or universities you have earned or will earn degrees from. Only freshmen should include high school. Everyone else should include undergrad and grad schools.

Generally, you should divide your experience into "relevant experience," listing all school and professional experience that is relevant to the position, and "additional experience," if you want to add experience that is not directly related to the position. You can also just write "experience" if you do not have a lot of relevant experience. All experience should be listed in reverse chronological order based on when the position ended. If you are still in the position, you must use present tense and it must be listed first in the section; additionally the end date should be listed as "present." Internships, BUTV, Daily Free Press, AdLab, and PRLab are all great examples of experience to include on your resume. Include only the positions and experience that will prove your qualifications and strengthen your application.

Write bullet points using strong action verbs in the active voice (see page 4 for a list of active verbs). Think of the context, the task involved, the action taken, and the result. Each bullet should include the impact of your work. An easy way to organize bullet-points is to think of the acronym **CAR**: context, action, result.

Results can include things such as awards, contributing to the efficiency or goal of the organization, and accomplishments beyond numbers and sales goals (numbers do not hurt to include if you have them!) If you can, include the action you took to achieve those results. For instance, sent daily updates through Instagram to achieve "effective social media marketing."

Do not understate your accomplishments or responsibilities. Think of their purpose: what function did they serve and how did it further the company's goals? How many moving parts was I responsible for? Every job has many responsibilities that contribute to the company's mission in some way, even if it is just maintaining a clean work environment (which is very important!).

FAQs:

Q: What is a resume as opposed to a CV?

A: Internationally, the term CV and Resume are used interchangeably. In the US, a resume is a short one page list of relevant experience, while the "CV" often refers to a long document listing your research and or teaching experience. Unless you are applying for a Ph.D. or a research position, employers usually expect you to send a US resume, even if they call it a CV.

Q: How do I list jobs or positions at the same organization?

A: See freshman resume sample.

Q: Do I need to list schools I transferred from?

A: Only if you think it will benefit you, for instance, if you had a very high GPA or a lot of relevant coursework.

Resume Template

Firstname Lastname

(123) 888-8888 | Email@gmail.com | linkedin.com/in/firstnamelastname | YourOnlinePortfolioOrWebsite.com

Education

Boston University College of Communication

Boston, MA

Degree Name (Example: Master of Science in Advertising)

May 2025

Relevant Coursework: (2-5 relevant courses that demonstrate a skill needed for the job)

Activities: (If you are involved with any student organizations that are relevant to the job)

Honors: (If applicable)

Study Abroad: (If applicable and only if you want to include it)

Undergrad School Name (If Graduate Student)

City, State/ Country

Degree Name (Example: Bachelor of Science in Journalism)

May 2021

Relevant Coursework:

Activities: (If you are involved with any student organizations that are relevant to the job)

Honors: (If applicable)

Relevant Experience

Employer / Student Club

Boston, MA

Job Title

Month Year- Month Year

- Verb (Each bullet point should include the **Context, Action and Result**. We refer to this as “**CAR**”)
- Verb + Context, Action and Result

Employer / Student Club

Boston, MA

Job Title 2 (Job title 2 if you get a promotion or a new role at the same organization)

Month Year- Month Year

- Verb (Each bullet point should include the **Context, Action and Result**. We refer to this as “**CAR**”)
- Verb + Context, Action and Result

Job Title 1

Month Year- Month Year

- Verb (Each bullet point should include the **Context, Action and Result**. We refer to this as “**CAR**”)
- Verb + Context, Action and Result
- Verb + Context, Action and Result

Additional Experience

Employer / Student Club

Boston, MA

Job Title

Month Year- Month Year

- Verb (Each bullet point should include the **Context, Action and Result**. We refer to this as “**CAR**”)
- Verb + Context, Action and Result
- Verb + Context, Action and Result

Skills

Computer Skills: (ex: Adobe Photoshop, Adobe Premiere and Adobe After Effects)

Research Skills: (ex: SPSS, Microsoft Excel, Qualtrics, Crimson Hexagon)

Language Skills: Language (level of competency)

Honors: (If your awards/honors are not related to your education, you can put it here)

Resume Checklist

Before sending out your resume, always double (and triple) check to make sure everything is accurate, true, grammatically correct, spelled correctly, and the best representation of you for that company. Use this checklist to make sure you have the basics for a good application. For any formatting questions not answered in this guide, we suggest whatever choices you make, make sure it is consistent through the document.

FORMATTING & LAYOUT

- Resume is 1 page long.
- Name is at the top, big, bold, and clear.
- Text is between size 10-12.
- Text is legible in a readable font.
- Margins are 0.5-1 inch wide on each side.
- Spacing between sections and lines is consistent.
- Resume is organized and easy to read.
- Most important information/sections are towards the top of the page.
- Entries within each section are in reverse chronological order.
- All dates and locations are written consistently and are in line with the right end margin.
- Your resume should not include a photo.

WRITING & EDITING

- Everything is spelled correctly.
- Each bullet point is concise and includes the Context Action and Result (CAR)
- Industry specific words are spelled correctly according to each company's preferences.
(Example: Communication vs Communications)
- Everything is in the active voice.
- Used strong action verbs.
- Used past tense when writing about any former employment and present tense for anything ongoing.
- Writing is confident in a professional tone.
- Resume is skimmable – you can discern my experience in 30 seconds or less.

CONTENT

- Include my current phone number and email address.
- Omit information and positions not related to my application.
- Demonstrated the results/ impact of my actions in each bullet point (CAR)
- Anticipate and answer potential questions.
- Show context and results, not just tasks.
- Everything included is a true and positive representation of me.
- All dates and locations are accurate.

Action Verbs

Use strong action verbs (in the correct tense) to describe your experience and accomplishments on your resume. Strong action verbs help you appear more confident. The specificity allows you to be concise and exact. These examples are just a place to start; draw from your class experience and think of tasks related to your program to come up with action verbs specific to your background.

Analysis	Communication	Creativity	Initiative	Leadership	Relationships
Addressed	Adapted	Animated	Accomplished	Administered	Advised
Adjusted	Addressed	Arranged	Achieved	Advised	Advocated
Analyzed	Approved	Brainstormed	Compiled	Approved	Arbitrated
Approved	Authored	Composed	Completed	Assigned	Collaborated
Assessed	Clarified	Conceived	Defined	Attained	Communicated
Attained	Communicated	Conceptualized	Established	Chaired	Contributed
Budgeted	Composed	Created	Expanded	Conducted	Counseled
Calculated	Consulted	Designed	Expanded	Controlled	Discussed
Categorized	Corresponded	Developed	Expedited	Coordinated	Educated
Collected	Critiqued	Engineered	Founded	Counseled	Enlisted
Compared	Demonstrated	Established	Founded	Decided	Facilitated
Compiled	Directed	Founded	Generated	Defined	Guided
Computed	Drafted	Illustrated	Implemented	Delegated	Influenced
Critiqued	Edited	Imagined	Improved	Demonstrated	Instructed
Defined	Expressed	Integrated	Improved	Directed	Listened
Diagnosed	Formulated	Introduced	Increased	Educated	Mediated
Documented	Influenced	Invented	Initiated	Encouraged	Negotiated
Estimated	Informed	Planned	Inspected	Enforced	Participated
Evaluated	Interviewed	Publicized	Launched	Enlisted	Persuaded
Examined	Lectured	Revitalized	Perceived	Enlisted	Recommended
Gathered	Moderated	Synthesized	Produced	Established	Reconciled
Identified	Narrated	Visualized	Produced	Guided	Resolved
Interpreted	Negotiated		Proposed	Informed	Served
Located	Persuaded		Provided	Instituted	Supported
Maintained	Presented		Reduced	Instructed	Trained
Measured	Promoted		Stimulated	Led	
Processed	Proposed		Succeeded	Managed	
Reconciled	Publicized		Utilized	Motivated	
Repaired	Published			Organized	
Researched	Recorded			Planned	
Reviewed	Reported			Prepared	
Serviced	Revamped			Prioritized	
Solved	Reviewed			Proposed	
Summarized	Revised			Recommended	
Surveyed	Selected			Reviewed	
Synthesized	Summarized			Scheduled	
	Translated			Stimulated	

Public Relations Resume Sample



Mary Almond

(978) 337-1038 | malmond@bu.edu | www.linkedin.com/in/maryalmond | www.maryalmond.com

Education

Boston University College of Communication Boston, MA
Bachelor of Science, Public Relations Expected Dec 2023
Relevant Coursework: Corporate Public Affairs, PR for Nonprofit, Media Writing
Activities: Public Relations Students Society of America

Public Relations Experience

International Institute of New England Boston, MA
Social Media Intern May 2021 - Present

- Created and edited weekly press releases, social media posts, and blog entries for initiatives focused on increasing literacy among immigrants

PR Lab at Boston University Boston, MA
Account Executive Client: Partners for Youth with Disabilities Jan 2020 - May 2020

- Wrote financial and creative material, and develop graphics with Adobe InDesign for nonprofit’s annual report
- Created and edit press releases, blog entries, and media advisories for fundraising campaign
- Coordinated social media calendar through Hootsuite and created original posts for Facebook, Instagram, and Twitter

Boston University Undergraduate Admissions Boston, MA
Marketing and Communications Intern Sep 2019 - May 2020

- Drafted press releases, media advisories, and pitch emails focused on increasing student engagement and awareness
- Integrated social media calendar for institution’s Instagram and Facebook accounts and coordinated media monitoring efforts resulting in a 20% increase in content engagement

Events Committee Chair Sep 2018 - May 2019

- Planned and organized school-wide event attended by 500+ people while coordinating a group of four peers
- Composed advertising and PR material, and publicized the event by revitalizing school’s social media handles, resulting in 45% attendance increment

Tour Guide Sep 2018 - May 2019

- Pitched the value of going to Boston University and answer questions from prospective students and their families to increase enrollment

Additional Experience

Boston University College of Communication Boston, MA
Teaching Assistant for COM101 Sep 2020 - Present

- Lead weekly discussions related to introductory communication topics
- Advise 25 first-year students and examined competencies through weekly tests, assignments, and projects

Skills

Computer and Research Skills: Canva, Qualtrics, and basic knowledge of Adobe Photoshop and InDesign
Certifications: PR Council’s: Agency Ready Certification
Language Skills: Bilingual: English (fluent), Spanish (Fluent)

Advertising Resume Sample

YAMIKO WONG

445-345-6154 | yamikowong@bu.edu | Boston, MA | [Linkedin.com/in/YamikoWong](https://www.linkedin.com/in/YamikoWong)

EDUCATION

Boston University, College of Communication

Boston, MA

Bachelor of Science in Advertising

May 2021

Awards: Posse Foundation (Full-Tuition Scholarship)

Activities: Guerrilla Marketing Society, Her Campus, AdClub

RELEVANT EXPERIENCE

Aerie Brand Ambassador

Boston, MA

Youth Marketing Connection

Jan 2021 - Present

- Drive customer engagement with the brand through weekly social media content and promotional events
- Lead on-campus events and outreach efforts to increase brand and product awareness
- Partner with on-campus influencers to amplify brand efforts and share product and marketing feedback with the ambassador team

Boston University AdLab

Boston, MA

Account Executive

Jan 2019 - Present

- Conducted surveys and focus groups, to create an in-depth competitor reports for the creative teams to use to create campaigns
- Monitor work progress through weekly call and status reports
- Designed and distributed multiple online surveys targeting both loyal and potential customers' drinking behaviors on Facebook
- Coordinate meetings to present campaign requirements, pitches, and costs to clients

AdClub

Boston, MA

Art Director

Sep 2019 - May 2020

- Created design of three campaigns and created artwork/layout development
- Executed direct-mail and opt-in campaigns securing response rates of up to 15%

ADDITIONAL EXPERIENCE

WTBU Radio

Boston, MA

Studio Director

Jan 2019 - Present

- Reach out to local bands and musicians such as Mint Green to schedule them for live studio performances
- Supervise the technical set-up for weekly live shows
- Upload in-studio sessions to station Facebook, Twitter, and Instagram
- Schedule meetings, events, and programs with a monthly listenership of 500,000+ people
- Coach DJs on how to use studio equipment and provide any needed assistance during sessions

SKILLS

Computer Skills: Adobe Photoshop, Adobe InDesign, and iMovie

Journalism Resume Sample

Ollie Smith

(917) 268-4438 | olliesmith@gmail.com | linkedin.com/in/olliesmith

EDUCATION

Boston University College of Communication - Boston, MA Expected May 2023
Bachelor of Science in Journalism GPA 3.74
Activities: BUTV10, Colorguard, Inner Strength Gospel Choir, Wandering Minds Theater, and WTBU News

JOURNALISM EXPERIENCE

Wicked Local Media Solutions – Belmont, MA (Remote) Jan 2021 – Present
News Correspondent

- Pitch and write news stories on food insecurity and philanthropy for the Belmont Citizen-Herald and the Watertown Tab
- Crowdfund, schedule, and conduct remote interviews with sources from Greater Boston

BUTV10 – Boston, MA Feb 2020 – Present
Producer Jan 2021 – Present
International News Anchor and Tech Crew Member Sept 2020 – Dec 2020
Local News Anchor Feb 2020 – March 2020

- Develop digital newsroom for seven remote reporters and edit their stories before social media distribution
- Write and record 90-second news stories about global events once a week
- Operate cameras, recording equipment, teleprompter, and b-roll footage once a week

WTBU News Radio – Boston, MA May 2020 – Present
Entertainment News Editor Sep 2020 – Present

- Proofread and revise up to 14 entertainment news stories per week
- Host weekly 10-minute discussions live on the air about stories chosen by listeners through Twitter polls
- Adjust sound quality of audio from remote reporters and combine audio into 14-minute segments for shows twice a week

Podcast Producer and National News Correspondent Jun 2020 – Dec 2020

- Edited 29 weekly podcast episodes on Adobe Audition over seven months
- Wrote 34 one-minute national news stories for weekly podcast episodes over nine months
- Co-wrote and edited audio for three-part series on healthcare during the coronavirus pandemic through GarageBand

VOX AUS – Austin, TX May 2021 – Aug 2021
Staff Writer

- Published news articles and op-ed pieces with a monthly circulation of 50,000+ readers
- Developed article page designs and political cartoons for monthly issues
- Organized annual workshops to train staff members in journalistic writing and communication skills

Boston University: Wandering Minds Theatre – Boston, MA Jan 2020 – Oct 2020
Tech Member

- Co-edited a 58-minute podcast of Orson Welles' *War of the Worlds* performed by undergraduate students
- Organized sound effects through CueLab to play during live Zoom performance of show

SKILLS

Computer Skills: Microsoft Office (Word, Excel, PowerPoint), Google Drive, Social Media (Facebook, Snapchat, Twitter, WordPress), Aggregators (Anchor.fm, Buffer, SoundCloud), Adobe (Premiere Pro, Audition), GarageBand, Audacity

 Undergraduate Film and TV Sample

GEORGE LYNN

(617)-888-7596 | GLynn@gmail.com | linkedin.com/in/ GLynn | www.wix.GLynn.com

 Education

Boston University College of Communication

Bachelor of Science in Film and Television

Boston, MA

May 2022

 Relevant Experience

America's Test Kitchen, Boston, MA

May 2021 - Present

TV/ Video/ Podcast Intern

- Produce interview segment for children's podcast *Mystery Recipe*, and was the first intern to be featured in their credits
- Pitched stories, fact checked and audio transcribed, for the show's podcast *Proof*
- Conduct quality control for all episodes and videos posted to website, YouTube, and Facebook

BUTV10, Boston, MA

Sep 2019 - Present

Crew on Pop Showdown, pop culture trivia game show

- Operated studio equipment including camera, soundboard, and lights
- Liaised between crew members, writers, and contestants during production process to maximize performance and productivity
- Recruited and trained three other students on how to create schedules, instituted weekly schedule upload deadlines.

Redlist, Boston University, Boston, MA

Sep 2019 - Present

Member

- Led a team of four students in writing, directing, and producing a short film in 48 hours to be presented to a panel of judges which won best cinematography out of eight other films
- Manage camera, lighting, and sound responsibilities for three student films

Theatre groups, BU On Broadway and Stage Troupe, Boston, MA

Sept 2018 - April 2019

Producer

Jan 2019 - Apr 2019

Tech Crew

Sep 2018 - Dec 2018

- Designed and organized promotional material for virtual production
- Shot promotional video and planned advertising for production of *Annie*
- Designed logos and managed Instagram account to advertise production of *Little Women*

 Relevant Projects

Storytelling (FT310), Boston University, Boston, MA

Sep 2020 - Dec 2020

Producer

- Wrote and workshopped three short screenplays using Final Draft 11

TV Studio Production (FT507), Boston University, Boston, MA

Sep 2020 - Dec 2020

Crew

- Directed a live studio interview, managing a crew of 16 people to cut a 3-minute segment
- Booked and produced interview with Jen Malone, the music supervisor of HBO's "Euphoria"

 Skills

Adobe Creative Suite: Premiere Pro, Photoshop, Illustrator, Xd, In Design, Lightroom, Audition

Additional Skills: Coverage, Avid, Google Suite, Microsoft Suite

 Additional Film and TV Resume Sample

Kenny Osisek

(123)-888-7596 | KennyOsisek@gmail.com | linkedin.com/in/KennyOsisek | www.KennyOsisek.com

Education

Boston University College of Communication <i>M.F.A. in Film and Television Production (GPA: 3.7)</i>	Boston, MA 05/2020
Northeastern University <i>B.A in Cinema Studies and Communication (GPA: 3.9)</i> Minors: Studio Art, Media Production	Boston, MA 05/2016

Key Productions

“THE MAD WHALE” (FEATURE) **Co-Director** | (In Post-Production)

- **Log Line:** Patients in a 19th century womens’ insane asylum perform a play of *Moby Dick*
- Rabbit Bandini Productions, starring James Franco, Camilla Belle, and Summer Pheonix

“WHEN PIGS FLY” (SHORT) **Director, Storyboard Artist, Editor, Writer** | (bit.ly/whenpigsflyfilm)

- **Log Line:** A drunk uncle tries to comfort his niece, telling her a story from when he was a boy and magic was still very real for him
- USC, starring Glenn Howerton (*It’s Always Sunny in Philadelphia*)

“11-MINUTE MILE” (SHORT) **Writer, Director, Storyboard Artist** | 05/2020

- Licensed by PBS’ Film School Shorts to be broadcast nationally in May 2020

Relevant Experience

Headspace <i>Content Coordinator</i>	Boston, MA 09/2019 - 12/2019
<ul style="list-style-type: none"> • Shoot, light, and edit content for online channels • Collaborate with directors to better define important beats of the story or message and how it relates to the Headspace Brand 	

Funny or Die <i>Gifted Youth Intern</i>	Boston, MA 01/2018 - 2018
<ul style="list-style-type: none"> • Performed research for the producers of Funny or Die’s non-branded content • Generated online videos with other interns for Funny Or Die website 	

Marvel Comics <i>X-Men Office Editorial Intern</i>	Boston, MA 09/2017 - 12/2017
<ul style="list-style-type: none"> • Provided valuable feedback pertaining to story concepts, panel compositions, and character development • Wrote story recaps, maintaining relevant continuity throughout story arcs • Gathered reference material to ensure character details remained consistent • Evaluated caption/script positions for print 	

Technical Skills

SOFTWARE: Final Cut Pro, Avid Media Composer, Adobe Creative Cloud, DaVinci Resolve, REDcine-X
CAMERA: Canon (5D, C300, C500,) RED (Epic, Scarlet, RedOne,) SONY F55 and F65, Black Magic Cinema