

INSTRUCTIONAL SAMPLE RESUME

1234 Street Avenue ▪ Salt Lake City, UT 84100 ▪ (801) 555-3333
emailaddress@utah.edu – linkedin.com/in/yourname

EDUCATION

University of Utah, David Eccles School of Business

Salt Lake City, UT

Bachelor of Science or Arts in Business (Major anticipated)

May 20XX

- Achievements/Awards/Honors including your GPA if it is 3.5 or above
- Optional: projects, study-abroad programs, or other extra-curricular activities related to your major
- Optional: add a list of relevant courses and course descriptions that are applicable to your desired position

EXPERIENCE

Organization Name

Salt Lake City, UT

Position Title

August 20XX – present

- Use the Accomplishment Statement Formula (action word + who/what/how many + result/goal/purpose/ benefit) to show the scope of your responsibility or the impact of your actions
- Keep bullets 1-2 lines
- Use digits instead of writing out numbers to improve readability and save space
- Use 3-5 bullets for your most recent or relevant position, 2-3 bullets for earlier or less relevant positions
- Limit your Eccles resume to 1 page – additional information can be moved to your LinkedIn profile

Organization Name

Salt Lake City, UT

Position Title

May 20XX – July 20XX

- Use third person in all bullets – do not use first or second person pronouns (I, me, my, mine, we, our, us, you, or your) and try to limit 3rd person pronouns (he, she, they, their)
- Periods are not necessary to end sentences, but can be used if desired; use or non-use of periods needs to be consistent throughout the resume
- Link bullets to your major and job goal as much as possible

Organization Name

Salt Lake City, UT

Position Title

August 20XX – May 20XX

- Do not make the font size too small as it can be difficult to read – no smaller than 10 for Times Roman
- Incorporate your Strengths into your bullet points wherever possible
- Do NOT exaggerate or lie

SKILLS (optional section)

- Technical skills competency if applying for a job where they will be needed
- Foreign language competency

LEADERSHIP or VOLUNTEER (optional section)

Religious, political, campus or community organization name

Helsinki, Finland

Volunteer Representative

August 20XX – August 20XX

- View BYU's suggestions on how to list church experience: <https://ucs.byu.edu/resumes/church-service>
- Ask your Career Coach and 4-5 other people to proofread your resume; ask them to look carefully for grammar and spelling errors

ACTIVITIES or INTERESTS (change this title as needed or split into 2 sections)

- High school and past community experiences and awards if applicable – i.e. team captain, AP Scholar, International Baccalaureate, Senior Class Vice President, editor of school newspaper, etc.
- Current university clubs, organizations, and/or community involvement
- Something unique about you that is “interesting”