

SAMPLE RBS RESUME TEMPLATE

PLEASE NOTE: This template is a sample based on employer feedback. Aside from EDUCATION (top) and SKILLS (bottom), the content and order in which you present the resume categories will vary. Ideally you would want to create a resume specific to each opportunity you apply to. You should arrange your categories based on what a hiring manager or recruiter would want to see first—content related to the position. Please use this template as a guide.

FULL NAME

Street Address, City, ST Zip code
Reliable telephone number | Professional or School email

EDUCATION

Rutgers University, **Rutgers Business School** - New Brunswick, NJ
Bachelor of Science in Your Major
Graduation Month Year
GPA: (if over 3.0)
Awards: List any academic honors and/or awards received while at RU. May include honor societies as well.

Name of Study Abroad University or Name of High School
Study Abroad Program (*High School is removed during Sophomore Year*)
City, Country OR City, ST
Graduation Month Year

RELEVANT COURSEWORK

Name of Course
Semester Year
• Accomplishment (situation, action, result)
Pick one course where you had a significant project, assignment, paper or presentation. The more relevant the coursework is to your major and/or career interest, the stronger the impact for the reader. Max 2 bullet points.

WORK EXPERIENCE

Name of Employer (reverse chronological order; most recent first)
Job Title
City, ST
Month Year – Month Year
• Accomplishment (result, action, situation) – no more than 2 lines per accomplishment
• Accomplishment (result, action, situation) – should have at least 2 accomplishments listed for most recent position

Name of Employer (next most recent)
Job Title
City, ST
Month Year – Month Year
• Accomplishment (result, action, situation) – no more than two lines per accomplishment

Name of Employer (next recent)
Job Title
City, ST
Month Year – Month Year
• Accomplishment (result, action, situation) – no more than two lines per accomplishment

ACTIVITIES

Name of Organization (reverse chronological order; most recent first)
Position Held
Month Year – Month Year
City, ST
• Accomplishment (result, action, situation) – no more than two lines per accomplishment.
You may list more than one affiliation. If involved in a RU student group, location is not necessary.

COMMUNITY SERVICE

Follow the same steps under ACTIVITIES.

SKILLS

Technical:

Languages:

*List in order of knowledge level followed by skill (i.e. Fluent in, Proficient in, Conversational or Basic in).
Make sure to list any skills related to major and/or career interest. Try to stay on one line for each category.*