

.5 Margins Minimum

Name: no larger than 14 pt. font

MARY M. LYON

Mount Holyoke College, Campus Center Blanchard Campus Center, South Hadley, MA 01075

_____, _____, _____
Your Home Street Address, City, State (2 letters only) or Country and/ or Zip Code
_____@mtholyoke.edu _____ - _____ - _____ Your Phone Number

EDUCATION

Headings: 12 pt. Font – Content: minimum 10 pt. Font

Recommended Fonts:
Times New Roman,
Arial, Calibri, Verdana,
Garamond, Helvetica

Mount Holyoke College, South Hadley, MA

Bachelor of Arts, expected May _____

Intended Major: _____ Intended Minor: _____

Relevant Coursework: _____, _____, _____
Descriptive College Course Titles - only if relevant to career field - do not include course numbers.

Honors/Awards: _____, _____
May include things like Deans List, Scholarships, Inductions, etc. Be descriptive when possible... ABC Prize for XYZ, date....

_____ **High School**, _____, _____ (city, state)

High School Diploma, May 20____ *Include additional education if you completed a degree or credential – or if it is relevant to your goals. First Year and Sophomore students may choose to include their high school education and/ or experiences.*

Honors/ Awards: _____

EXPERIENCE *Reverse chronological order - most recent first by end date. May include paid/unpaid jobs, internships, projects, field study, service, research, etc.*

Example Position Title, Organization Name, City, State (Abbreviated) (Month 20XX – Present)

- **Researched....** *Begin with dynamic words* the reader will recognize and value. Name your accomplishments - and highlight key skills used.*
- **Coordinated...** *Use past tense for former positions and current for those you still hold... Managed vs. Manage....*
- **Presented...** *Quantify – “Reviewed 75 articles on XYZ for 120 page report....” Qualify – “Prepared talking points for supervisor’s daily briefing....”*

Repeat for each experience! *It is okay to include high school education, jobs and activities for the first year or so as you transition to college. Going forward exceptions may be made if the award/ item is especially prestigious or relevant to your career field; ideally while at Mount Holyoke College you will work to replace these items with experience and leadership relevant to your career goals instead!*

_____, _____, _____, _____ (____ - ____)
Position Title, Employer, City, State (Abbreviated) (Month 20XX – Month 20XX or Present)

- _____
- _____
- _____

_____, _____, _____, _____ (____ - ____)
Position Title, Employer, City, State (Abbreviated) (Month 20XX – Month 20XX or Present)

- _____
- _____

ACTIVITIES *Optional category – Alternative headings may include Community Involvement, Leadership, Volunteer, etc. May include clubs, community service, athletics, professional memberships, conferences, etc. Highlight your relevant skills, interests, abilities. May be appropriate to include under Experience instead!*

Name of Activity, Role/Title, Name of Organization/College (Semester or Month Year – Semester Year)

_____, _____, _____ (____ - ____)
_____, _____, _____ (____ - ____)

SKILLS *Will depend on your career field and your relevant experience.*

Computer: _____ *Application, software, programming language, operating systems, etc.*

Language: _____ *Name of language and proficiency level*

Other Category Ideas: *Certifications, Special Training, Travel, Technical, Statistics, Research, Interests, Laboratory – note instruments, procedures, etc.*

Do not include “References available upon request.” on your resume – references should be outlined on a separate document.

*Avoid software templates – they make it difficult to edit later! Remember, the Mount Holyoke College Career Development Center is available to assist! Visit www.mtholyoke.edu/cdc to learn about all the resources available – including the MHC Resume Guide that includes resume samples.