

# **Boston University**

College of Communication  
Career Services

## Résumé Samples

640 Commonwealth Avenue • Boston, MA 02215 • 617/353-3490 • [comjobs@bu.edu](mailto:comjobs@bu.edu)

[www.bu.edu/com-csc](http://www.bu.edu/com-csc)

**E-mailable Fonts:** Times, Times New Roman  
**Font Size:** Type name in 20 – 24 and all other text should be 10, 11, or 12 point depending on the amount of text  
**Margin Settings:** Go to Format, select Document, and set Top and Bottom at 0.5 or 0.6, Left and Right should be 0.7 or 0.8  
**To set a line below name and address,** go to left align, then select Auto Shapes and select lines, clicking on the straight line. Insert line under name and address. Once line is in place you may enhance the line by selecting “More Lines” to the far right of Auto Shapes.  
**To delect settings for your format.,** drag left indent/hanging indent/first line indent to 1 1/4 inches. Drag first line indent back to 0. Set two left tabs, 1/4 inch apart, to the right of left indent/hanging in dent. Change tab by clicking twice to right tab. Insert one right tab at 6 3/4 inches. Bullets are made by selecting “option\*”.

**SAMPLE RESUME #1 – Basic Format**

# Your Name

Street Address • City, State, Zip • Telephone number • E-mail (Centered)  
 List two Addresses if you need both Present and Permanent Address ( Centered)

**OBJECTIVE** Seeking a full-time position in Advertising/Marketing – or -  
 Seeking an internship in Television Production

**EDUCATION** **Boston University College of Communication** **Boston, MA**  
 Bachelor of Science in (Communication, Journalism, or Film and Television) Expected May 2003  
 Concentration in (Advertising or Public Relations, or Film Production, etc.) Dean’s List  
 Liberal Arts Concentration (or Minor if you have one) in English Current GPA: 3.6/4.0

**London Internship Programme** (or other study abroad) **London, England**  
 Studies in ..... September – December 2002

**Related Course Work** (Add left tabs at 4 1/4 and 4 1/2)  
 • Course Name • Course Name  
 • Course Name • Course Name

**RELATED**

**EXPERIENCE** **Name of Company** **City, State**  
*Title* Dates  
 • Information about what you did and accomplished  
 • Start each phrase with action words  
 • If job is current use present tense - If job is over use past tense

**Name of Company** (Don’t forget academic experience such as AdLab) **City, State**  
*Title* Dates  
 • What you did for company or client  
 • More information about what you did  
*Prior Title* (if you have held two different positions at the same company) Dates

**ADDITIONAL**

**EXPERIENCE** **Name of Company** **City, State**  
*Title* Dates

**Name of Company** **City, State**  
*Title* Dates

**ACTIVITIES** • List extracurricular activities here

**SKILLS** **Computer:** Knowledge of PC and Macintosh formats: Word, Excel, Powerpoint, Dreamweaver, Filemaker, Quark and extensive research using Internet Explorer  
**Languages:** Fluent in Spanish, basic knowledge of French

## For Masters Candidates

**EDUCATION Boston University College of Communication**

Master of Science in (List your exact Degree Program)

Concentration in .....

- List any honors or awards
- Thesis or special project title can be listed here

*Related Course Work* (Add left tabs at 4 1/4 and 4 1/2)

- Course Name
- Course Name

**List Undergraduate College or University**

Degree

- Related awards or honors can be mentioned here

**Boston, MA**

Expected January 2003

Current GPA

**City, State**

Date Received

**SAMPLE RESUME #2 – Optional format with subtitles under experience**

# Your Name

Street Address • City, State, Zip • Telephone number • E-mail (Centered)  
List two Addresses if you need both Present and Permanent Address ( Centered)

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**OBJECTIVE** Seeking a full-time position in Advertising/Marketing – or -  
Seeking an internship in Television Production

**EDUCATION** **Boston University College of Communication** **Boston, MA**  
Bachelor of Science in (Communication, Journalism, or Film and Television) Expected May 2003  
Concentration in (Advertising or Public Relations, or Film Production, etc.) Dean's List  
Liberal Arts Concentration (or Minor if you have one) in English Current GPA: 3.6/4.0

**London Internship Programme** (or other study abroad) **London, England**  
Studies in ..... September – December 2002

**Related Course Work** (Add left tabs at 4 1/4 and 4 1/2)  
• Course Name • Course Name  
• Course Name • Course Name

**EXPERIENCE** **Name of Company** **City, State**  
*Related* *Title* *Dates*  
• Information about what you did and accomplished  
• Start each phrase with action words  
• If job is current use present tense - If job is over use past tense

**Name of Company** (Don't forget academic experience such as AdLab) **City, State**  
*Title* *Dates*  
• What you did for company or client  
• More information about what you did  
*Prior Title* (if you have held two different positions at the same company) *Dates*

*Additional* **Name of Company** **City, State**  
*Title* *Dates*

*Volunteer* **Name of Company** **City, State**  
*Title* *Dates*

**ACTIVITIES** • List extracurricular activities here

**SKILLS** **Computer:** Knowledge of PC and Macintosh formats: Word, Excel, Powerpoint,  
Dreamweaver, Filemaker, Quark and extensive research using Internet Explorer  
**Languages:** Fluent in Spanish, basic knowledge of French

**SAMPLE RESUME #3 – Optional format with no objective**

# Your Name

Street Address • City, State, Zip • Telephone number • E-mail (Centered)  
List two Addresses if you need both Present and Permanent Address ( Centered)

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## EDUCATION

**Boston University College of Communication**

Bachelor of Science in (Communication, Journalism, or Film and Television)  
Concentration in (Advertising or Public Relations, or Film Production, etc.)  
Liberal Arts Concentration (or Minor if you have one) in English

**Boston, MA**  
Expected May 2003  
Dean's List  
Current GPA: 3.6/4.0

**London Internship Programme** (or other study abroad)

Studies in .....

**London, England**  
September – December 2002

**Related Course Work** (Add left tabs at 4 1/4 and 4 1/2)

- Course Name
- Course Name
- Course Name
- Course Name

## RELATED EXPERIENCE

**Name of Company**

*Title*

- Information about what you did and accomplished
- Start each phrase with action words
- If job is current use present tense - If job is over use past tense

**City, State**

Dates

**Name of Company** (Don't forget academic experience such as AdLab)

*Title*

- What you did for company or client
  - More information about what you did
- Prior Title* (if you have held two different positions at the same company)

**City, State**

Dates

Dates

## ADDITIONAL EXPERIENCE

**Name of Company**

*Title*

**City, State**

Dates

**Name of Company**

*Title*

**City, State**

Dates

## ACTIVITIES

- List extracurricular activities here

## SKILLS

**Computer:**

Knowledge of PC and Macintosh formats: Word, Excel, Powerpoint, Dreamweaver, Filemaker, Quark and extensive research using Internet Explorer

**Languages:**

Fluent in Spanish, basic knowledge of French

**SAMPLE RESUME #4 – Optional format for people with extensive full time experience**

# Your Name

Street Address • City, State, Zip • Telephone number • E-mail (Centered)  
List two Addresses if you need both Present and Permanent Address ( Centered)

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## QUALIFICATIONS

- Eighteen years of varied industry experience in senior level corporate communications
- Demonstrated management leadership ability with staff and budgets
- Sole spokesperson, lobbyist, and avenue of last resort for internal and external conflict resolution
- Possess strong resilient sense of confidence
- Superior written, verbal and interpersonal communication skills
- Provide strategy, counsel and guidance to CEO and senior management

## PROFESSIONAL EXPERIENCE

<b>Name of Company</b>	<b>City, State</b>
<i>Title</i>	Dates
<ul style="list-style-type: none"><li>• Information about what you did and accomplished</li><li>• Start each phrase with action words</li><li>• If job is current use present tense - If job is over use past tense</li><li>•</li><li>•</li><li>•</li></ul>	

<b>Name of Company</b>	<b>City, State</b>
<i>Title</i>	Dates
<ul style="list-style-type: none"><li>• What you did for company or client</li><li>• More information about what you did</li><li>•</li></ul>	
<i>Prior Title</i> (if you have held two different positions at the same company)	Dates
<ul style="list-style-type: none"><li>•</li><li>•</li></ul>	

<b>Name of Company</b>	<b>City, State</b>
<i>Title</i>	Dates
<ul style="list-style-type: none"><li>•</li><li>•</li></ul>	

<b>Name of Company</b>	<b>City, State</b>
<i>Title</i>	Dates
<ul style="list-style-type: none"><li>•</li><li>•</li></ul>	

## EDUCATION

<b>Boston University College of Communication</b>	<b>Boston, MA</b>
List degree with honors	1985
Concentration	

## SKILLS

**Computer:** Knowledge of PC and Macintosh formats: Word, Excel, Powerpoint, Dreamweaver, Filemaker, Quark and extensive research using Internet Explorer

**Languages:** Fluent in Spanish, basic knowledge of French