

SAMPLE RESUME #1 – Basic Format

Your Name

Street Address • City, State, Zip • Telephone number

List two Addresses if you need both Present and Permanent Address (Centered)

E-mail

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 2009
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 2008

Related Course Work

- 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

Language: Fluent in Spanish, basic knowledge of French