

## SAMPLE RESUME #2 –FORMAT WITH SUBTITLES UNDER EXPERIENCE

Name

Phone Number ~ Email address  
Street Address • City, State, Zip • (Optional)  
LinkedIn profile ~ Website/Personal portfolio

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**EDUCATION**   **Boston University College of Communication**   **Boston, MA**  
Bachelor of Science in (Communication, Journalism, or Film and Television)   Expected Year  
Concentration in (Advertising, Public Relations, Broadcast Journalism, Film Production, etc.)   Dean's List  
Liberal Arts Concentration (or Minor) in \_\_\_\_\_   Current GPA: 3.6/4.0

**Study Abroad Programme**   **Location**  
Studies in .....   Dates

***Related Coursework***

- Course Name   • Course Name
- Course Name   • Course Name

## EXPERIENCE

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

- Information about what you did and accomplished
- Start each phrase with action verbs
- 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 – BE SPECIFIC
- List achievements and details

*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:**   List all hardware and software

**Language:**   Fluent in \_\_\_\_\_, basic knowledge of \_\_\_\_\_, conversational in \_\_\_\_\_, etc