

# Resumé development tips

---

## The purpose of a resumé

Managing your career is a challenging process. In order to showcase your qualifications, you'll want to use one of the most important marketing tools: your resumé. A well-developed resumé is an essential part of your search as it highlights your accomplishments, distinguishes you from the competition, and introduces you as a potential candidate. If your resumé makes a positive impression, it can earn you an interview!

If you have more than ten years of experience, your resumé should span less than two pages. If you have less than ten years of experience, your resumé should be one page. Resumés should never go on to a "half" page, meaning, a resumé should never be one and a half pages.

## Resumé format for Northeastern University D'Amore-McKim students

When it comes to resumé formats, there are many different types of approaches and preferences. This specific format (known as the chronological style), is based on the preferences of employers who often hire our students. It is the content, not format, that will best distinguish you from other applicants.

Most employers don't spend hours reviewing resumés, so it's important to learn how to make your resumé stand out. A standard format makes it easy for anyone to quickly review your credentials. This is our required format. Except for the header, all sections should be left-justified.

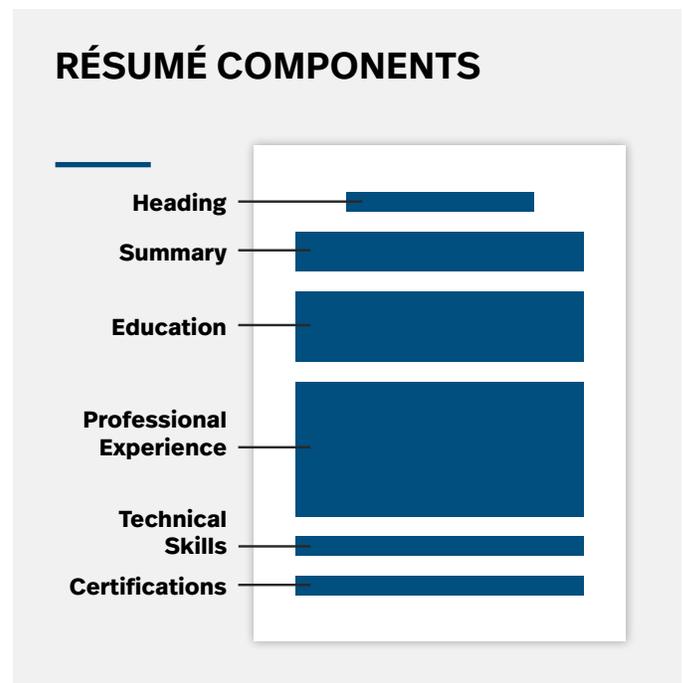
### HEADING

Your Name (centered and in bold typeface using 10-12 point font in either the Arial, Calibri, Verdana or Times New Roman style). Please do not insert a blank line between your name and your contact information, which should only consist of your mobile number, Northeastern email address, and LinkedIn URL. *[You may also add a personal website URL or a Github address—a link to the cloud-based service that helps software developers manage, store, and observe the changes to their code.]*

### SUMMARY

This section is designed to intrigue the reader and make them want to find out more about you. It should consist of 2-4 sentences highlighting your key strengths and transferable skills that support your career goal. This is your opportunity to highlight your value to a prospective employer. By positively distinguishing yourself from others, your chances of landing an interview increase. Your summary may include:

- An introductory phrase describing your professional identity (i.e., finance executive, HR manager, or marketing professional)
- Skills related to your career goals
- Specialized knowledge such as technical expertise
- Your 'unique value proposition' OR something you're recognized for that distinguishes you from the competition
- Certifications (e.g., CFA, Bloomberg, etc.). For CFA, include only the level of the certification that you have completed. For example, "Successfully completed Level II of the CFA program."



The following examples are provided to give you some ideas on how to write a summary. Your summary should be unique to you, reflecting your strengths, skills and experience. Please use these examples as a guide. Do not copy them for the summary portion of your resumé.

► **Example 1:**

*Finance professional with a Series 7 certification and over six years of internal audit experience in public accounting. Core competencies including reviewing business operations to identify process improvement opportunities, knowledge of accounting practices and principles, and compliance with company policy and procedures. Reputation as a committed professional who produces high-quality work and manages multiple assignments under minimal supervision while meeting tight deadlines.*

► **Example 2:**

*Strategic storyteller, pain-point detective, and voice of the stakeholder with a by-the-bootstrap heart and a creative spirit supported by a research-oriented, analytical mindset. Recognized for the ability to focus on the big picture while remaining detail-oriented. An effective team member and a leader able to manage across an enterprise to deliver results.*

► **Example 3:**

*Versatile business professional with extensive experience in both operations and strategy. An expert in supply chain logistics from production level scheduling to inter-company warehousing and inventory management. Well-versed across multiple industries in business-to-business communication including interpreting customer requests and requirements. Strong believer in efficiency, lean manufacturing, and consistent improvements.*

**Write your own summary:**

city and state if it is in the United States, or the city and country if it is outside of the United States. On the same line all the way over to the right list the years you worked at the company (e.g., 2014–2016). Make sure that all of your dates line up evenly and are right-justified. Date range years should be displayed using an en dash (–) without spaces on either side of the dash. The en dash is the length of the letter N and is used to indicate a range of values, such as a span of time or numerical quantities (similar to using the words “to” and “from.”)

If a company is either new or not well-known, you may also include a one-line description of the company in italics just below the company name, but keep in mind that what you do for one employer, you must do for ALL of them.

**How to insert an en dash**

To insert an en dash in Microsoft Word, put your cursor where you wish to insert the dash. On the Insert tab, in the Symbols group, select the Symbol button, and then click More Symbols... In the Symbol dialog box, on the Special Characters tab, choose the En Dash.

On the line immediately following the company name (or the one-line description if you opt to include one), type your job title in italics. If you held more than one position in a company, type the years, in parentheses, you held the position next to each position title (including internships).

Start each bullet with an action verb in the present tense if you're still employed OR the past tense if you're no longer working there. Using a bullet format, describe your qualitative and quantitative accomplishments. Do not simply describe your responsibilities. Leave a blank line between jobs at different companies.

**PROFESSIONAL AFFILIATIONS**

List any professional groups of which you are a member. This can

**EDUCATION**

- List **NORTHEASTERN UNIVERSITY**, Boston, MA and the year you anticipate graduating on the right side of the same line.
- Just beneath the university name, indicate the name of the degree you are earning, for example, Master of Business Administration, Master of Quantitative Finance or Master of Business Analytics.
- After that, for your highest degree attained, type the university/college name and location on the first line with the year you graduated, OR the city and country (if outside of the United States) with the year you graduated.
- Just beneath the university name, indicate the type of degree you received in italics (e.g., *Bachelor of Science in Business Administration*).
- If you are obtaining an MBA degree, list your two concentrations in italics (e.g., *Concentrations in Marketing and Healthcare*) on the next line. For an undergraduate degree, indicate your major(s) in italics, followed by a colon (e.g., *Major in Business*) on the same line.
- If you have worked as a Research Assistant, for example, indicate that on the next line under your concentration or major.
- Use the same format for your undergraduate listing.

**PROFESSIONAL EXPERIENCE**

List your most recent job or internship first. On the first line, type the company name in bolded capital letters, followed by the

include clubs or associations related to your academic major or concentration, as well as external affiliation groups where you demonstrated skills related to your profession (e.g., leadership, organization, interpersonal, or communication). If you hold or have held a leadership position, include your role and the years in which you were involved.

### **LANGUAGE(S)**

Specify the language(s) you can use in a work environment in this section. Use one of the following designations consistent with LinkedIn:

- Elementary proficiency
- Limited working proficiency
- Professional working proficiency
- Full professional proficiency
- Native or bilingual proficiency

► **Example:**

Native proficiency in Mandarin and Cantonese

### **TECHNICAL SKILLS**

List technical or software skills, such as experience with widely recognized software applications for your field. Employers expect knowledge of Microsoft Word and PowerPoint so do not include them but be sure to include experience with Excel. Avoid the descriptor “advanced” since its definition often varies widely.

### **CERTIFICATES**

If you have a Bloomberg certification it must be listed as **Bloomberg Market Concepts (BMC) Certification**.

The CFA Institute suggests the following convention: State the exam level you are currently registered for or the level of the exam you recently sat for (if you haven't yet received your result):

- 2019 Level II Candidate in the CFA Program
- 2020 Level III Candidate in the CFA Program
- **NOTE:** If you have registered for the Level I CFA exam but have not yet taken it, please do not indicate that you are a CFA Level I candidate
- **NOTE:** Do not include your CFA registration number on your résumé or LinkedIn profile

### **PERSONAL PRONOUNS**

Personal pronouns such as she/her/hers, he/him/his, or they/them/their may be included either after OR under your name in the contact information section.

### **COMMUNITY SERVICE (or VOLUNTEER WORK)**

Only list those that you're doing (or did) since undergraduate school. Focus on the most relevant experiences. If your work experience is limited, experiences like community service can often demonstrate transferable skills.

### **OTHER ALTERNATIVE SECTIONS**

For those students working in the 360 Huntington Fund or another student-run organization, you are welcome to add another section entitled Experiential Learning or Extracurricular Activity and list it there.

Other optional sections include Graduate/Academic Projects, Awards, Patents, Publications, and Interests.

**N** Northeastern University  
D'Amore-McKim School of Business  
Graduate Career Center

LVX  
VERITAS  
VIRTUS

312 Dodge Hall  
Northeastern University  
360 Huntington Avenue  
Boston, Massachusetts 02115

617.373.3003

[DMSBcareercenter@northeastern.edu](mailto:DMSBcareercenter@northeastern.edu)  
[northeastern.edu/businesscareers](http://northeastern.edu/businesscareers)