

# SARAH SIMMONS

(Name in caps, center, bold, larger font)

35 Penny Lane, Boston, MA 02215  
(Contact information can be 10 font)

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(Use long term email; do not use cell number)

## SUMMARY OF QUALIFICATIONS (font = 12, caps, bold)

Your resume is your marketing brochure so you must do your research and get to know your target audience in order to create a powerful and focused document. Begin with a positioning statement. It should reflect key strengths and skills within the context of what you want to do in the *future*. Do not include skills that you don't want to utilize in your next job. Other headings: "Profile", "Summary", "Professional Qualifications" or "Qualifications". This section, in particular, is difficult to create if you have not done research and self-evaluation to focus your career goals.

- Use bullets to list skills and experiences that will grab your reader's attention; imagine this section in neon lights.
- Bullets can be set in one column as shown, or insert a table with 2 - 3 columns and 2 - 4 rows.
- Stay away from empty, "buzz" words; concentrate on skills that will be relevant to your target audience.

## PROFESSIONAL EXPERIENCE (font = 12, caps, bold)

BEST COMPANY, INC., Boston, MA (organization name in caps, location in mixed case)

1999- Present

***Manager, Operations*** (title in mixed case, bold & italics)

- The company name should be listed first, unless you feel your title is more relevant or impressive than the organization names. Whichever format you choose; use it consistently throughout the resume.
- If your employer is not recognized or the industry is not obvious, include a company description line after the name.
- Lead with action verbs that speak to the result of your work; use powerful examples of what you've accomplished.
- Be honest but not modest; begin each bullet with the most impressive piece of that particular accomplishment.
- Make sure formatting is clear and info is easy to find -- readers do not spend a lot of time hunting for info.
- Bullets should answer, "How did you improve the organization or department?" Quantify where possible.
- Refrain from simply listing tasks. Be specific.
- The number of bullets for each job depends on length of time, level of responsibility and relevancy to audience.
- Be cognizant of tense. If you are currently in the position use present tense; all prior experience is past tense.
- Do not state "References Available"; do not state salary information; do not give personal information such as age.
- Resume and references should be laser printed on the same gray, white or cream high quality paper.

### ***Assistant to the Manager, Operations***

- If you have held more than one position with a company, state total years with the company next to the name.
- Internship positions (paid or not) should have an accurate title; include "(Internship)" next to the title.
- Don't include irrelevant experience that is older than 10 years; try not to leave any "holes" in your experience.
- Determine length at the *end* of the writing process; if you need 2 pgs, use the same heading and indicate "Page 2".
- Margins should be at least .5 inches; 11 font is ideal for text.
- Put most relevant and impressive accomplishments first; readers' attention wanes after 3 - 5 bullets.
- Email resume in line (ASCII) & as a word attachment; save as 100% view - print layout; name: first & last name.
- Do not use "me", "my" or "I" - Use spell check and have someone from the CSO proofread your resume.

## EDUCATION (font = 12, caps, bold)

SIMMONS SCHOOL OF MANAGEMENT, Boston, MA

***Master of Business Administration or MBA***, Candidate (no "s" on Master or Bachelor)

August, 2004

Education section should be after experience unless experience is limited or unrelated to target job.

Include GPA if it is 3.5 or above; include honors, scholarships, and relevant electives.

CONNECTICUT COLLEGE, New London, CT

***Bachelor of Arts, Cum Laude or BA***, Political Science

1990

For degrees received abroad, state "equivalent to" and give U.S. equivalent degree.

We encourage the use of graduation dates as it can be seen as a red flag if left off, however, final choice is yours.

## RESEARCH PROJECTS (by way of example for additional section; font = 12, caps, bold)

- Additional headings: "Community Leadership", "Professional Affiliations", "Honors & Awards", "Publications".
- "Specialized Training" section may be appropriate, but can also be included in education section if only one item.
- Always include an appropriate title for relevant volunteer work.