



**Page Length:** 1 page.

**Margin Range:** 0.5 inch to 1 inch. Use the same margin size for top, bottom, left, and right margins.

**Font Size:** 10pt to 12pt font; except your full name which can be 14pt to 18pt font.

**Font Style:** Use the same legible style throughout your résumé. Ex: Arial, Calibri, and Times New Roman.

**School Name:**

- ⇒ Rutgers University, Rutgers Business School
- ⇒ Include city and abbreviated state (ex: New Brunswick, NJ)

**Major:**

- ⇒ List degree as “B.S.” or “Bachelor of Science”
- ⇒ Include graduation month and year (ex: May 2018)
- ⇒ Do not include “Anticipated Graduation” or “Expected Graduation”

**Study Abroad:** Include if applicable.

**Honors & Awards:** Include if applicable.

**Work, Internships, Leadership, Community Service/Volunteer Sections:**

- ⇒ Use action verbs to start every bullet
- ⇒ Choose strong action verbs like reconcile, manage, evaluate, analyze, and design
- ⇒ Include city, abbreviated state, or country (if you worked internationally)
- ⇒ Include job title
- ⇒ Include dates (ex: June 2014-Present, June 2014 - June 2014, or 6/14-Present)

**Activities:**

- ⇒ List name of organization
- ⇒ List title (ex: President, Member, Finance Committee Member)
- ⇒ Include participation dates (ex: June 2014-Present, June 2014 - June 2014, or 6/14-Present)
- ⇒ List major achievements within your role

**Qualifications:** Include technology/computer and language skills.



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Rutgers Business School  
Office of Career Management  
New Brunswick

*Concentrated. Targeted. Focused.*