

# Résumés

## Format

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### Length

Your résumé is a timeline showing what you have done besides attending school. For most applicants, a one-page résumé is sufficient for this goal. If you have had significant work experience, consider using two pages (but no more than two).

### Style

Admissions committee members may spend five seconds looking at your résumés, so make sure the things you want to stand out actually stand out. Your résumé should be more than informative; it should be visually appealing as well. Use elements like bullets, italics, and bold font to differentiate between sections and subsections.

### Uniformity

Don't use periods in your bullet point sentences; you shouldn't have complete sentences in your résumé. Check that all dash lengths are the same between dates with the same amounts of space in between them. If you italicize all dates in one section, do the same in the next section.

## Sections

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### Personal Information/Header

Include name, address, phone number, and e-mail.

### Education

Include each collegiate-level school attended with majors, minors, transcript GPA (if it's a 3.7 or above), and dates of attendance. Indicate graduating with honors (*cum laude*); however, it's better to indicate class ranking instead. The BYU Honors Program is *not* the same thing as graduating with honors.

### Work Experience

This isn't where you provide your job descriptions; instead, this is your opportunity to communicate what you have accomplished. For each experience, include around 2–5 bulleted sentences describing what you have done above and beyond the job description or what skills you have gained. Focus on accomplishments and achievements (use "which" or "which resulted in" to show results). What was your impact? Quantify your information with numbers whenever possible (conservative estimates are acceptable). Spend more time on jobs that are substantive and meaningful. Although you don't need to have a line describing the company, make sure that the reader can tell from your descriptions what the company does (e.g. if you worked for Pinnacle, say that you sold security systems, not just that you did door-to-door sales).

### Service

Format this section similar to your work experience section. Include a mission here.

### Other Awards/Activities/Accomplishments/Skills

Include things such as awards, school clubs, leadership positions, certifications, and languages. Choose a heading that encompasses all you have listed. Consider adding another section if you have spent significant time in another area (e.g. publications or the military). It's best to include Dean's List if you made it more than one semester—if not, it may not be worth including because law schools like to see consistency. Make sure that you explain activities that aren't clear from the title (e.g. other schools will not know what Living

Legends is, so make sure you briefly explain it). If you have space you may choose to list a few hobbies, but don't sacrifice more important information in order to do so.

## Missions

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Title the position "Proselytizing Missionary." Don't categorize as a "service mission" unless you were actually called by the church as a humanitarian missionary or you were in the Peace Corps. Highlight service or leadership activities (e.g. conducted and presided over meetings, coordinated conferences, and language training, etc.).

## Editing

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Your résumé should be free from all typos and grammatical errors. Edit it multiple times, have other people do the same, and consider bringing it to the Preprofessional Editor as well.

## Action Verbs

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**SMART:** Smart, Measurable, Action-oriented, Realistic, Time-based

Advised	Developed	Led
Analyzed	Established	Managed
Assessed	Founded	Oversaw
Conducted	Handled	Performed
Coordinated	Initiated	Researched
Created	Interviewed	Spearheaded
Designed	Investigated	Trained

## Examples

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### **TA for PolSci202**

- Graded papers and taught class
- Helped professor

vs.

*Teacher's Assistant, BYU Department of Political Science*

**2013–2014**

*January 2013–April 2014*

- Assisted in grading and recording assignments for over 200 students in Comparative Politics course
- Designed and team-taught multiple class lectures
- Met with students to assist with assignments and preparing for exams for 12–20 hours a week

OR

Monson Scholar

vs.

Monson Scholar (award given to \_\_% of incoming freshman)

\*See also *Résumé Checklist*