**NAME**

**This template is for a 1-page resume**

**Margin Min. Size:** 0.5”

**Margin Max. Size:** 1.0”

**Name**: 18 or 20 pt., bold, caps

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**Email:** DO NOThyperlink or underline

TCU Email

**Font:** Cambria

**Text Min. Size:** 10 pt.

**Text Max. Size:** 12 pt.

**EDUCATION**

**Heading Text Size:** 2 pts larger than content text

**Schools/Employers**: bold caps

**TEXAS CHRISTIAN UNIVERSITY, NEELEY SCHOOL OF BUSINESS,** Fort Worth, TX May 20XX

**Degrees/Job Titles**: bold, italic, initials or title case

***MBA, concentration*** *(GMAT score)*

* Activity/Organization/Award/Certification (each listed in separate bullet)

**UNDERGRADUATE UNIVERSITY,** City, ST 20XX

***Name of degree, use abbreviation if recognizable, such as BS, BBA, etc.*** *(GPA 3.75)*

* Activity/Organization/Award/Certification

**EMPLOYMENT DATES**:

* ALL justified to right margin
* Years only
* Long dash and space in between years

**EXPERIENCE**

**PRE-MBA EMPLOYER,** City, ST 20XX – 20XX

***If*** *the**company is not well-known, use a brief, one line company description include size, scope, purpose to add context to your achievements; this is an* ***optional*** *feature to your resume if the company name is recognizable.*

**BULLET CONTENT:**

* Begin with past tense **action verbs**; use synonyms to prevent redundancy (*see Action Verbs resource*)
* Stay **result focused** (outcomes, end results, significance, or achievements)
* **Quantify** results when possible (i.e. how many people on your team; how many dollars saved/raised; how often did meetings occur; what percentage improved)
* AVOID: Responsible for, participated, assisted, and other passive verbs
* Not limited to 2 bullets per position
* Cover 1 or 2 FULL lines; avoid bullets with 1 – 3 words on the 2nd / 3rd line

**BULLET FORMATTING:**

* Round bullets only
* **NO** **periods** at the end
* All lined up with left margin
* All should match in size and tab distance to text

***Job Title***

* Result 1
* Result 2

**NEXT RECENT EMPLOYER,** City, ST 20XX – 20XX

***Job Title***

* Result 1
* Result 2

**NEXT RECENT EMPLOYER,** City, ST 20XX – 20XX

***Job Title***

* Result 1
* Result 2

**ADDITIONAL INFORMATION / LEADERSHIP / AWARDS / VOLUNTEER / SKILLS**

*^ Choose 1 – 2 of these to title this section (see below for creating additional sections)*

* **Leadership:** *(examples)*Organization name; *office(s) held (YEAR)*
* **Certification(s):** *(examples)*Series 7, 63, 66 licenses; CPA; PHR; CPIM *(YEAR OBTAINED)*
* **Technical skills:** *(examples)* Microsoft Office (Excel, Word, PowerPoint, Access), Adobe Creative Suite, Salesforce CRM, Java, HTML, etc.
* **International experience:** *(if applicable, list countries of include business/leisure travel, living abroad, etc.)*
* **Language(s):** *(if fluent)*
* **Volunteer experience:** *(examples)*Organized campus food drives for Tarrant County Food Bank, Habitat for Humanity
* **Military:** *(if applicable)*
* **Awards:** *(examples)* Eagle Scout *(Year)*, scholarship, work award, service award

**IF RESUME IS LONGER THAN ONE PAGE:**

* Decrease font size no smaller than 10 pt.
* Decrease heading size no smaller than 12 pt.
* Decrease margins to no smaller than 0.5”
* Begin cutting content by removing the least   
  relevant results or additional involvements
* Decrease spacing between heading and text to no smaller than 8 pt.
* Put cell phone and email address on same line

**IF RESUME IS SHORTER THAN ONE PAGE:**

* Increase font size no larger than 12 pt.
* Increase heading size no larger than 14 pt.
* Increase margins to no larger than 1.0”
* Add company description sentence
* Add results/achievements description for leadership and volunteer experiences
* Increase spacing between heading and text to  
  no larger than 12 pt.

**\*Resume should fill entire page\***