

## Resume Guide – Business Administration

**Contact Information** – include name, mailing address (both campus and home if conducting an internship/job search while in school), phone number (campus, home and cell), and email address (make sure your email address and phone greetings are “professional” – CSC email is desirable).

**Objective** – optional, but if included, should be broad enough to allow for flexibility yet specific enough to tell readers why they are receiving this resume. If not on your resume the objective should be in your cover letter.

**Education** – include degree (do not abbreviate), major, date of graduation (i.e., May 20\_\_), minor or area of concentration, college name and city and state. Subheadings can include academic highlights or related courses, honors/scholarships/awards, certifications, computer skills, foreign language skills, study abroad, and professional development experiences such as leadership training, conference participation, presentations, etc.

**Work Experience** – include job title, employer with city and state, and dates of employment (this information should be listed in reverse chronological order). The format of this information should be consistent throughout your resume. Internships, work study, major group projects, part-time jobs and summer jobs can be included in this section as well as leadership positions related to your objective. For each position describe your **skills** (i.e. management/supervisory, budgetary/financial, sales/marketing, customer service, teaching/training, production duties, technical duties, and special skills learned), **tasks**, **accomplishments** and **results**. If you include an objective you can divide work experience into more than one section to highlight employment that is related to your objective (i.e., Sales and Marketing Experience, Additional Work Experience).

**Leadership/Community Service/Volunteer** – include leadership positions held in clubs and organizations on- or off-campus as well as your community service and volunteer experiences. List the information in the same format as your work experience and include similar information regarding your **skills**, **tasks**, **accomplishments** and **results**, particularly if they are related to your job objectives.

**Activities/Interests/Affiliations** – include clubs and organizations you participate in other than those in which you have a leadership role. Also include memberships in professional organizations and appropriate interests that show the reader that you are well-rounded and participate in activities that show compatibility with your job choices and geographic location choices.

***For additional help and support on your resume contact The Harrington Center for Career Development and Community Service at x3764, stop by any Resume Help Night – Thursdays from 6-7 p.m., or visit our Harrington Center Website at: [http://www.colby-sawyer.edu/campus-life/career/search\\_prep/index.html](http://www.colby-sawyer.edu/campus-life/career/search_prep/index.html)***