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RESUMES AND COVER LETTERS

RESUME SAMPLE

Firstname Lastname

If an employer asks for your SAT/ACT scores or GPA, include in your Education section.

17 Main Street • Los Angeles, CA 92720 • youremail@college.harvard.edu • (714) 558-9857

Education

Harvard University

A.B. Honors degree in History. GPA 3.73.

Relevant Coursework: International Political Economics and the European Community.

Commit 25 hours per week to Harvard Varsity Field Hockey Program.

Cambridge, MA

May 2027

University of London

Study abroad coursework in European History and Econometrics.

London, UK

May - August 2025

Los Angeles High School

Graduated with high honors. SAT I: M:780 V:760.

National Honor Society. Member of Varsity Field Hockey Team.

Los Angeles, CA

June 2023

If including coursework, be sure it's relevant to the position to which you're applying.

Experience

Pepsi-Cola North America Beverages

Marketing Analyst Intern

Examined profitability of foreign market for new fruit drink using analysis of comparable brands. Managed focus groups and consumer surveys gathering over 500 data points. Created ideas for niche marketing campaigns including use of social networks and viral marketing. Presented findings to senior managers using quantitative analysis and creative visuals in combined PowerPoint presentation.

Remote

May - August 2026

Use different verbs.

Thomas Wilck Associates

Assistant Account Executive

Researched and assembled requests for proposals for medium-sized public relations and communications firm. Actively participated in staff meetings and brainstorming sessions. Generated correspondence with top executive officers.

London, UK

May - August 2025

Tech Hills

Technology Intern

Implemented new web site, including back end database storage system and dynamic web pages.

Laguna Hills, CA

May - August 2024

Note that relevant interests and skills can be demonstrated through campus and volunteer activities as well as through previous employment.

Leadership

Harvard Undergraduate Women in Business (WIB)

Executive Committee Member

Organized marketing and advertising campaign to increase membership. Coordinated business conference and networking reception for 50 business professionals and 500 students.

Cambridge, MA

February 2024 - Present

Harvard College Marathon Challenge

Training Program Director

Developed training program for 25 charity runners. Raised over \$25,000 to support Phillips Brooks House Association and The Cambridge Food Project.

Cambridge, MA

January - May 2024

Be consistent presenting data. Use either numerals or words but not both.

Skills & Interests

Technical: Stata, SQL, R (intermediate), SPSS (beginner).

Language: Fluent French and Conversational Spanish.

Interests: Ultimate Frisbee, Bhangra dance, and French films.