

Duke Sanford School Career Services Resume Guidelines and Template

TIP 1: Use headers to frame your most relevant experience (e.g. Health Policy Experience). This can be paid or unpaid or research projects/papers.

TIP 2: For DukeEngage positions, list the name of the agency you worked with, not DukeEngage.

TIP 3: Use punctuation consistently. If you put a period at the end of your first bullet point, do it for all.

TIP 4: If you need to explain an organization's purpose, do so by showing what skill you demonstrated while there.

TIP 5: Additional Experience is also the category where you can list jobs that don't need explaining (e.g. Cashier, Waiter).

Student Name

firstname.lastname@duke.edu

919-555-5555

Education

Duke University, Durham, NC

BA Expected May 20xx

Major: Public Policy Studies Minor: Spanish

Coursework: List appropriate coursework here by course name, not number. Don't write out the entire title of a course (e.g., 302 can be written as Policy Ethics)

GPA: Place GPA here to the 100th decimal place (e.g. 3.59). Do not round your GPA. If you have made Dean's List, indicate it here: Dean's List, Fall 20xx-Spring 20xx

Education Policy Experience (if you are applying for a health policy internship, title it **Health Policy Experience**):

Agency Name, Location, *Title*

Summer 20xx (use seasons, not months for dates)

- Add bullets underneath which explain the tasks you completed, your role in them, and what results were brought about by your contributions.
- Think about how each bullet reflects a skill the employer is looking for, or your interest in what they do.

Leadership and Campus Involvement:

Organization name, Location, *Title*

Spring 2015 - present

- If a position is ongoing, make your description in the present tense: "Coordinate five committee directors in researching and writing background guides for delegates."
- For a specific task already completed, use past tense: "Arranged meeting for Directors with their counterparts at the U.N."

Organization name, Location, *Title*

Spring 2015 - present

- To add another position, simply add a new table with 1 row and 2 columns (click the table icon in edit mode--double click section to get there), or copy and paste an existing section.

Organization name, Location, *Title*

Summer 20xx - Summer20xx

- Managed social media presence for a campus-based organization that supports first-generations students.

Additional Experience:

Organization name, Location, *Title*

Summer 20xx

- Add bullets underneath which explain the tasks you completed, your role in them, and what results were brought about by your contributions.

Skills:

Languages: List in order of proficiency, or indicate: "Proficient in Arabic, conversational French"

Computers: List technical skills here: coding languages, database management software, social media

abilities and office suites (e.g. R, Microsoft Office suite, Social Media (Instagram, Facebook))