RESUME REQUIREMENTS

An approved SAIS resume is required for all resume collections coordinated by Career Services.

Listed below are REQUIRED elements of the SAIS resume format.

- **Page size – U.S. Letter (8½" x 11"):** SAISWorks automatically defaults to US Letter size; students in Bologna and Nanjing should make sure that resumes they upload to the system are formatted to this paper size. When using the SAIS format resume outside of SAISWorks, students should format the document to the standard paper size in use in the region in which the resume will be circulated (e.g. A4 in Europe).

- **Length:** 1 page

- **Font:** Times New Roman, 14-point for name in page header, 11- or 12-point for body

- **Margins:** Between 0.5 inch and 1 inch. Top and bottom margins and right and left margins should be balanced.

- **Page Header:** 2 lines, centered
  - **Top Line:** Full Name in 14-point font
  - **Bottom Line:** local address, email address and phone number

- **Punctuation:** no punctuation at the end of any line

- **Line Spacing:** consistent spacing before and after section headers, size minimum 6-point

- **Use of Italics:** only for words in a language other than English or when listing a publication

- **Section Titles:** centered, bold, small caps

- **Sections:** 3 sections: 'Education', 'Experience' and 'Additional Information', in that order OR 4 sections: 'Education', 'Related Experience', 'Other Experience' and 'Additional Information', in that order

- **Education Section:** academic institutions in reverse chronological order, bold
  - **SAIS degree:** 3 lines (see template)
  - **Degrees from other institutions:** 2 lines
    - **Top line:** academic institution – left-justified, location – right-justified
    - **Bottom line:** degree received – left-justified, date of receipt of degree – right-justified
  - **Date listed as graduation end date:** Month Year

- **Experience Section:** employers and job titles in reverse chronological order, bold, 2 lines
  - **Top line:** employer – left-justified, location – right-justified
  - **Bottom line:** job title – left-justified, dates – right-justified
  - **Dates should be listed as a span:** Month Year – Month Year

- **Education and Experience sections:** round bullets, left-aligned, consistent indentation

- **Additional Information Section:** sub-categories are bold, left-justified and punctuated with a column. First letter of each word in each sub-category must align with the first letters of the other words in the section (see sample).

RESUME RECOMMENDATIONS

Recommendations for common resume content issues are listed below. Please do not hesitate to make an appointment first with a peer writing mentor, if this service is available, and then with a career counselor to discuss specific resume questions, whether or not they are covered in this document.

Education Section

- <u>Concentration</u>: Not a requirement, but a useful way of tailoring your resume if your concentration represents an asset.

- <u>Selected coursework</u>: Another way of further tailoring your resume, especially if concentration is not related. Decide which courses to include based on the job description or on what you know is sought after by your target employers. 'Selected' means that the list of courses should not exceed 1 or 2 lines maximum (employers will not read more than that). • Do not include a complete list of all the courses you are taking; employers will ask for a transcript if they want to see one. • Listing core or required courses, such as Micro or Macroeconomics, is not recommended unless doing so is the only way you can demonstrate that you have covered required subject matter.

- <u>GPA</u>: Some students like to list their GPA as a way of showing academic excellence. In addition, certain employers, especially private sector finance and management consulting firms, will expect to see a GPA, and will use it as a screening tool. • SAIS students sometimes include a clearly-indicated "major" GPA to highlight strong academic performance in a relevant area. • Students who did not study in the US prior to SAIS often include their GPA in the scale used in their own country. If you decide, instead, to convert your pre-SAIS, non-US GPA to a US 4.0 scale, be sure to indicate that this is your own calculation in parentheses beside the GPA.

- <u>Standardized Test Scores</u>: When applying to positions with certain employers, in particular finance and management consulting firms, consider including strong standardized test scores, either as a bullet beneath SAIS or as a separate sub-category in the Additional Information section.

- <u>Year Abroad and Study Trips</u>: Students usually list university semesters or school years abroad as a bullet point beneath the degree they were pursuing when the study abroad took place. Sometimes, students create a separate entry in the Education section for this sort of study period as a means of further highlighting time spent in a particular location. We strongly recommend doing so only when a degree or certificate was received and the resume does not appear cramped as a result. • Some students choose to list a high school year abroad on their resume as a way of highlighting language ability and/or knowledge of a particular country / region. Although students can list their high school as a separate entry if they received a degree, the recommended placement in this case is in the Additional Information section, as a separate "Experience Abroad" sub-category. • For trips sponsored by SAIS or other educational institutions, include as a bullet beneath the degree being pursued at the time of the trip or in a separate sub-category in Additional Information.

- <u>Listing honors</u>: Students are frequently recipients of multiple academic honors; listing them all can take up a lot of space on the resume. We recommend including a select list of these honors as a single bullet point. In many US universities, students are awarded Latin honors for high academic performance (*cum laude, magna cum laude*, *summa cum laude*). When including honors awarded in a non-US university system, translate literally as, for example, honors, high honors or highest honors, unless the honor awarded is actually listed on the transcript in Latin.

- <u>Listing scholarships</u>: We recommend listing merit-based scholarships as a bullet point beneath the relevant educational institution, with the full name of the scholarship and start and end dates in parentheses. Here, too, students who have received a large number of scholarships may need to pare down and only list particularly significant awards. We recommend you also include the reason for which you received the award if not apparent from the name.

- <u>Two degrees from the same institution</u>: Do not repeat the name of the institution two times. Instead, include both degrees beneath the same heading in reverse chronological order by respective end dates.

- High School: We generally recommend that students not include high school on the resume. There are cases, however, when students choose to do so, for example, students who graduated from a well-known high school with an active alumni network, such as a United World College or a prep school. A space-saving alternative is to include the high school's alumni association in a "Membership" sub-category in the Additional Information section.

Experience Section

- Why 'Experience' and not 'Professional Experience': Students have often obtained crucial skills through unpaid experiences such as volunteering and/or through participation in student groups or by holding leadership positions. We encourage you to consider these experiences, as well, when brainstorming resume content.

- Crafting effective bullet points: Use bullets to highlight what you know how to do and the impact you have had on an organization and its work. Use specific details and quantify when possible. Focus on accomplishments and results. The first bullet should ideally include your most significant achievement or the skill/strength which you would like to highlight most. Go beyond general lists of your tasks and duties.

- Bullet point tense: Bullet points should commence with a verb in the simple past tense for finished experiences and with a verb in the present tense for ongoing experiences.

- Bullet point content: Each bullet point should highlight skills, characteristics or accomplishments that demonstrate your qualifications for the targeted job or internship.

- Number of bullets: There is no pre-set right number of bullet points for experiences. The number of bullets per experience should reflect the duration and importance of the experience in terms of your own professional development, e.g. it would be odd for a one-month experience to include many more bullet points than a six-year experience or for a four-year experience to have fewer bullets than a short internship.

- Listing more than one position with the same employer: If the location stayed the same, do not repeat the name of the institution two times. Instead, include the positions beneath the same heading in reverse chronological order.

Additional Information Section

- How to use this section: Use this section to emphasize information you feel is pertinent and are not able to include elsewhere on your resume. Use bolded sub-categories to draw readers to the content covered in these areas. This often includes language skills, technical skills, independent publications, interests, extracurricular activities, community service, etc. When possible, items should refer to specific activities or accomplishments. Feel free to invent sub-categories to organize and highlight specific information. • No bullet points in this section.

- Language Proficiency: We strongly recommend students lead the Additional Information section with Languages, as knowledge of languages is a hallmark of the SAIS degree. Recommended format is Language (Level of Proficiency). Do not make the mistake of overstating your proficiency level on your resume. Recommended adjectives for language proficiency are: Native, Fluent, Advanced, Intermediate, and Elementary. Think carefully before including a long list of languages of which you have an elementary proficiency.

- Interests or Leadership: This is where you can share something that demonstrates a particular characteristic or plant information that might lead to a bit of targeted small talk in an interview. These items, while remaining concise, should highlight leadership roles and/or commitment through sustained participation in an organization. Specific information will have much more of an impact than general information. For example, instead of "running", include the names of races or marathons you have completed or instead of "singing", include the name of your choir and the dates of your membership.