



EDUCATION

The education section highlights degrees or certification programs you have completed or are currently pursuing. College of Business Administration undergraduates will earn a “Bachelor of Science in Business Administration” and specific majors are listed after this formal degree name.

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science in Business Administration
Major: **Finance**

May 2015
GPA: 3.3/4.0

Graduation Date

A single graduation date is listed. Unlike an experience section, a date range is not needed. Employers will understand that by providing a future graduation date, you are communicating the date when you expect to complete your degree. A graduation date does not need to be labeled as “expected” or “anticipated.”

Double Majors or Including a Minor

Including double major or minor information may require an additional line of text within your education section. Bold or other professional font effects can help make the information you wish to highlight stand out.

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science in Business Administration
Major: **Marketing & Finance** Minor: **Spanish**

May 2015
GPA: 3.3/4.0

If You Have Not Declared a Major

Listing “Bachelor of Science in Business Administration” is sufficient and most accurate. As you declare your major(s) or minor(s), you may add them to your resume.

GPA

Providing your grade point average is optional. If you have a 3.0 or above, providing this detail may enhance your marketability to employers. If your GPA is below a 3.0, Business Career Center staff suggest you think critically about this inclusion. If an employer has asked for GPA, inclusion could be a positive way to follow application instructions. If GPA has not been requested, consider how this detail will/will not enhance your application. Could it distract from your experience section? Considering these factors can be a way to think critically about your education section and GPA.

Related Coursework

Providing related coursework can be a great way to enhance an employer’s understanding of specific knowledge and skills. However, with limited space within a one-page resume, this section is optional and should be used only to communicate the details about you that would not be otherwise understood based on your degree path. Introductory courses should not be included. For example, a senior applying for a marketing position with a pharmaceutical company may wish to highlight his marketing *and* science knowledge. In this instance, the following education formatting could be a strategic approach.

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science in Business Administration
Major: **Marketing**; Minor: **Biology**
Related Coursework: e-Marketing Strategy, Immunobiology

May 2015
GPA: 3.6/4.0

Academic Honors

Academic honors may be listed with the education section or in a distinct honors section. If listed within the education section, honors typically follow the degree information.

MARQUETTE UNIVERSITY, Milwaukee, WI

Bachelor of Science in Business Administration

May 2015

Majors: **Information Technology** and **International Business**

GPA: 3.7/4.0

- Dean's List: Fall 2011, Fall 2013 – Present
- Ignatius Merit and Service Scholarship

Study Abroad

Studying abroad can be an important career-preparation experience. In addition to sharing the academic focus and location of your experience, the study abroad listing can begin to communicate additional learning outcomes. Be sure to format the study abroad listing correctly as the example shows below:

MARQUETTE UNIVERSITY, Milwaukee, WI

Bachelor of Science in Business Administration

May 2016

Major: **International Business** and **Real Estate**

GPA: 3.3/4.0

UNIVERSITY OF ANTWERP, Antwerp, Belgium

Study Abroad: European Union Business Strategy

June 2014

- Coursework focused on European Union Economics
- Pursued educational and cultural travel opportunities to: Germany, Poland, and France and Switzerland

Even though the university name includes the city, to maintain formatting consistency, the full city and country location information is provided for the University of Antwerp.

High School Information

Education information from your high school experience is not listed within college-level resumes. With college degree information on your resume, employers will be able to safely assume you completed high school.

Transfer Students

List the degree and institution where you graduated (or will graduate). It is not necessary or customary to list previous schools.

Licensing, Certification, and Computer Program Experience

Some students will wish to highlight a license, certification, or technological skill. For current business students, this information is typically listed within the education section (although licenses and certifications may also be included as a distinct resume section). Please see page 9 and 10 for more examples.

MARQUETTE UNIVERSITY, Milwaukee, WI

Master of Science in Accounting, Eligible to sit for CPA exam

May 2015

Bachelor of Science in Business Administration, Major: **Accounting**

May 2014

Location on the Page

Employers often look for the education section at the top of the page within a current student's or new graduate's resume. Graduate students and alumni, please review the next section.

Graduate Students & Alumni

As a more experienced applicant, you may wish to consider additional criteria when including education information within your resume.

Location on the Page

Many graduate students and alumni have professional experience or have pursued further education concurrently with work. Undergraduate students often list education prior to experience because education is the most career-related, full-time effort within their overall experience. Most applicants with more professional experience provide the experience section first, and reinforce this section by following it with education information. Ultimately the sequence of resume sections should reflect the order in which you want employers to review the information you provide.

Career Transitions: If you are seeking a degree as part of a larger career (role or industry) transition, listing education first could be an effective strategy. If you pursued a degree to prepare for a specific industry, listing this information first can communicate your related knowledge to an employer. The experience section can then provide an opportunity to communicate the aspects of your past experiences that translate most readily to the targeted role or industry.

Listing Multiple Degrees

Multiple degrees from the same institution may be listed together. For example:

MARQUETTE UNIVERSITY, Milwaukee, WI	
Master of Business Administration	May 2014
Bachelor of Science in Business Administration, Major: Marketing	May 2012

Degrees earned from different institutions should be listed separately and in reverse-chronological order.

MARQUETTE UNIVERSITY, Milwaukee, WI	
Master of Business Administration	May 2016
ABC UNIVERISTY, City, State	
Formally Written Degree Name	Month Year

LICENSURES & CERTIFICATIONS

Employers for career fields such as accounting, insurance and real estate will be interested in reviewing license or certification information within an applicant's resume. This information is most often shared through the education section or a separate "Licensure" or "Certifications" section.

If licenses or certifications are listed within the education section, this information can be provided with the degree information as a separate item within the education section or in a distinct section.

Preceding the degree listing

Wisconsin Certified Public Appraiser #146

MARQUETTE UNIVERSITY, Milwaukee, WI	
Bachelor of Science in Business Administration	May 2014
Majors: Real Estate and Entrepreneurship	

Within the degree listing

MARQUETTE UNIVERSITY, Milwaukee, WI	GPA: 3.6/4.0
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Master of Science in Accounting , Eligible to sit for CPA exam	May 2015
Bachelor of Science in Business Administration , Major: Accounting	May 2014

Or

MARQUETTE UNIVERSITY, Milwaukee, WI	GPA: 3.4/4.0
• CPA Candidate : 3 parts passed	
Master of Science in Accounting	May 2015
Bachelor of Science in Business Administration , Major: Accounting	May 2014

As a distinct resume section

REAL ESTATE LICENSING

Certified Shopping Center Manager (CSM), International Council of Shopping Centers *Date
**Providing a date is optional. Dates are most helpful when a license has an expiration or will need to be renewed. In these instances, providing the date range of qualification can be helpful for an employer. Dates can also be provided to demonstrate the length of time you have held a license. "Licensed since 2014" or "2014" could be ways to communicate this kind of experience information.*

Formal Writing of MU Graduate Degrees

The abbreviated forms of MU Graduate Degrees are available within the [Graduate Programs](#) website. Degrees are typically written in full for formal resume writing. For example, MBA is written as Master of Business Administration and MS is written as Master of Science in...