



The following document is intended to assist and guide the process of writing a resume for the Wisconsin BBA application. Please refer to the resume templates provided; use the resume templates and this document in conjunction when forming your resume. This document provides a brief description of each resume component, followed by general and common guidelines for the respective resume heading. Please use this document as a guide, and **appropriately personalize** your resume.

IMPORTANT NOTE: Falsifying information is grounds for automatic disqualification from the admission process and may result in forfeiture of a subsequent application.

HEADER

The “Header” of your resume will be the first thing a reviewer sees. Headers should include identifying information including name and contact information. Make the name stand out from the rest of the resume.

Name:

- Name on the resume should match the name submitted in the online application
- Should always be listed at the top of the resume; it is the first thing a reviewer sees
- *International Students:* If you have or use an American name, it is acceptable to submit American name

Email:

- Like name, email should match the one provided on the online application
- Use your (wisc.edu) email address (excluding external/transfer applicants)

Physical Address:

- Always use current or local address at the time of application

EDUCATION

The education listed on your admissions resume should include only post-secondary schools and no high-school information. If you have transferred from or previously attended a University and/or College other than UW-Madison, this should be listed on the resume.

- If you were valedictorian or salutatorian and wish to list this on the resume, this should be included in the “Honors” section of the resume, unless it is the only honor listed. If this is the only honor listed, then include here, in the “Education” section.

- Formatting of the “Education” section:
 - Line 1 – University Name, Location
 - Line 2 – Degree being sought (Bachelor of Business Administration), completion date
 - *If graduating from institution listed, provide projected date
 - *If not graduating from institution listed, provide the range of time spent there
 - Line 3 – Major, GPA information (it is acceptable to put GPA information one line below)
 - If doubling, list both majors. (Example) Double Major: Real Estate, Marketing))
 - If pursuing a certificate program, list on same line after major and before GPA
 - All GPA’s should be listed on 4.0 scale, going no further than two decimal points
 - All applicants are expected to list a current, cumulative GPA
- Study abroad experiences are encouraged to be listed here, in the education section.

EXPERIENCE

This portion of the resume should include components of paid work experience and paid/unpaid internships. This section is where the applicant should illustrate professional experiences gained. We encourage applicants to prioritize their experiences on a separate sheet of paper and then form the resume using the *best*, most applicable experiences gained.

- Start with most recent experiences (reverse chronological order)
 - *Format:* Name of employer, location
Title of position, dates
- IF you served multiple roles with the same employer:
 - *Format:* List employer name and location only once
Reverse chronological by duty
- Provide concise, but detailed explanation of the role you served
- Specificity is good
- List any desirable, measureable outcomes as a direct result of your involvement and leadership
- Minimum of two bullet points (of explanation of experience) if using this section

ACTIVITIES

This section should highlight how your time is spent outside of the classroom, in an unpaid environment. More specifically, highlight your organizational involvement and leadership, as well as volunteer experiences.

Format: Organization name, dates of membership--if applicable
Title of position/leadership role, date of leadership--if applicable

- Apply the same general bullet point rules as the “Experience” section
- No location is necessary or needed
- IF only one role with organization, then only one date is needed
- IF multiple roles, then can list a second date of involvement but must be related to position of leadership with the same group/organization

OPTIONAL SECTIONS:

It is important to understand that not all applicants will have these sections. An applicant could have zero, one of, or a combination of these sections; it is subjective by applicant. The general rule of thumb is if an applicant has one item that would fall into the given categories, it would be best to list that in a section already included on the resume. If an applicant has multiple items within any given category, it would be appropriate to have one of the categories (listed below) as a separate resume section.

GLOBAL PROFILE

IF only listing one item, this should be worked into one of the above categories. If multiple components are discussed, then include a "Global Profile" section. Common examples of a Global Profile include (but are not limited to) language proficiency, significant time spent living abroad (or significant travel).

SKILLS

This section allows applicants to outline any proficiencies or technical skills they feel applicable. It also may include specific courses or certifications gained. Language proficiency is also acceptable if not including a "Global Profile" section.

HONORS

IF you have only one honor to be listed, it should go into a different (appropriate) section listed above. IF multiple honors, then list in a separate section dedicated solely to "honors." Applicable honors are at the discretion of the applicant. The committee encourages you to consider honors that are recognizable at the national level and/or post-high school. (Example: Captain of a high-school athletics team is not considered strong honor in respect to this application and process.)