# COM Resume Style Guide

**Abbreviations:** Write out the full word, including months.

**Academic projects:** Do not include with LA program applications. If including academic projects, each should list what class the project was for, what the project culminated in, and what the person achieved.

**Acronyms:** Write out the full word.

**AdClub:**

**Address:** Cut. No one will mail anything without first calling or emailing and if the address or location is too far from the company, the company may not hire the applicant.

**AdLab:** One word

**Assist, help, collaborate, etc.:** Change to more specific action verbs that tell exactly what the applicant did in that job.

**BU News Service:**

**BUTV10:** all one word

**Cinema and Media Studies:** Students earn a Bachelor of Arts (B.A.)

**Company name (location):** typically above the job title

**Countries:** Include the country with any cities outside of the United States.

**Dashes:** En dashes (–) are correct between months.

**Dates:** Write out the full month and the year for graduation and employment dates. Do not write seasons.

**Degrees:**
• All undergraduate degrees except for Cinema and Media Studies: Bachelor of Science
• Cinema and Media Studies: Bachelor of Arts
• Mass Communication: students receive a Bachelor of Science in Communication, Emphasis in [Public Relations/Advertising/Communication Studies]
• When writing out the degree, Bachelor of Science or B.S., capitalize the words as previous. When referring to a bachelor's degree, it should be lowercased with an apostrophe and "s."

**Emerging Media Studies:** Students earn a Master of Arts (M.A.) or a Doctorate of Philosophy (Ph.D.)

**Graduation:** Include the month and year of graduation. For any current students, include "expected" as in "Expected May 2018."

**Growling Dog Productions:**

**Headers:** larger or bold, somehow distinguished from body text

**Hothouse Productions:**

**Job titles (location):** typically below company name

**Latin honors:** write all Latin honors (*cum laude, magna cum laude, and summa cum laude*) lowercase and in italics

**LinkedIn Public Profile URL:** Any students including links to LinkedIn profiles should customize their public profile URL so it is short and ideally just their name.

**Margins:** Margins must be between 0.5 inches and 1 inch and each side should match its opposite (left = right, top = bottom).

**Media Ventures:** Students earn a Master of Science (M.S.). The program no longer awards MBAs to grads.

**Person:** Write in first person (without the pronouns)

**PRLab:** Always one word, with "PRL" capitalized.

**Pronouns:** Leave out

**PRSSA:** Public Relations Student Society of America

**Related coursework:** Only electives. No COM students can include COM 101 or 201.

**School:** Boston University College of Communication: No "S." In resumes and cover letters, do not refer to the school as "COM" even after first reference.

**States:** Use postal code abbreviations in the header with the job title (i.e. Boston, MA). Spell out when in the body text (i.e. "to increase sales in Massachusetts").

**Study abroad:** list under the university affiliated with the abroad program, include date range

**Tense:** Use present tense for anything ongoing (no gerunds). Write in past tense for anything completed.

**The Comment:**

**The COMmunicator:**

**The Daily Free Press:**

**WTBU Radio:**