
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: All one word with “A” and “C” capitalized

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: All one word with the A and L capitalized

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

BUTV10: All one word, all capitalized

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.”

Headers: larger or bold, somehow distinguished from body text

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.).

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 COMMunicator: Capitalize COM

WTBU Radio: “WTBU” and the “R” capitalized