Date Formatting for Resumes

Best options on how to format your dates, depending on the section and type of information:

EDUCATION SECTION

Boston University
- Expected Jan 2021
- Expected January 2021
- Expected 01/21
- Jan 2021
- January 2021
- 01/21

Study Abroad
- Sep – Dec 2019
- Fall 2019
- September – December 2018
- 09/18 – 12/18

Transfer School (no degree earned)
- 2018 – 2020
- Sep 2018 – Jun 2020
- September 2018 – June 2020
- 09/18 – 06/20

High School or Associate of Arts
- Jun 2018
- June 2018
- 06/18

EXPERIENCE SECTIONS

Summer
- Jun – Aug 2018
- June – August 2018
- 06/18 – 08/18
- Summer 2018
- Summer 2017, 2018

Academic Year
- Sep 2017 – Jun 2018
- September 2017 – June 2018
- 09/17 – 06/18
- 2017 – 2018

Month or Year
- Mar 2018
- March 2018
- 03/18
- 2018

COMMON ISSUES

- Date used for Boston University and other degrees you have completed is your **expected graduation date**, **with no start date**. This differs from other experiences, where you list a date range, from start to finish.

- For date ranges, use **"space-dash-space"** formatting: "June – August 2017" not "June-August 2017".

- Be sure that **same style of dash** (shorter hyphen or slightly longer en-dash) is used consistently throughout.

- **Abbreviating months** uses less text on secondary information. For a clean and consistent look, use the **first three letters of the month with no period:** "Sep – Dec 2019" not "Sept. – Dec. 2019"

- **Align dates on the right margin**. Recommended so that dates don't crowd the information about organizations and positions, which are more important.