



HEADER

- ☐ Preferred first name and (government-recognized) last name
(Including a middle initial is optional)
- ☐ Valid and professional email address that is checked regularly
- ☐ Phone number
- ☐ City and state (no street address or P.O. Box)
- ☐ LinkedIn profile URL (Profile should be up to date and accurate)

EDUCATION

- ☐ College name and location (City, State)
- ☐ Degree
- ☐ Expected Graduation Date
- ☐ GPA (Students can list their GPA if it is higher than a 3.0 but is not required)

EXPERIENCE AND/OR LEADERSHIP/ACTIVITIES/VOLUNTEERING

- ☐ Job Title / Position
- ☐ Company / Recognized Student Organization
- ☐ Address (City, State)
- ☐ Date Range worked (use consistent month formatting)
- ☐ Job tasks

SKILLS

- ☐ Hard Skills - technical skills, software applications, licenses, certifications, training
- ☐ Additional Skills - academic coursework, relevant traits, career-related interests
- ☐ Languages - Do not include if English is your only language

FORMATTING (Sections can be reordered and/or renamed as necessary for emphasis.)

- ☐ 1 page with white space (1.5 – 2 pages only if you have the content to justify it)
- ☐ No more than 2 different standard serif or sans-serif fonts in 11-12 point type size
- ☐ 1" or 0.5" margins on all sides
- ☐ Role descriptions are in consistent bullet point form
- ☐ Grammatically correct, no misspelled words or names
- ☐ No pictures, no colors, no decorative elements

Lisa B. Arkansas

Fayetteville, Arkansas | email@uark.edu | 479-555-0022 | LinkedIn.com/in/URLname

Education

University of Arkansas, Sam M. Walton College of Business

Fayetteville, Arkansas

Bachelor of Science in Business Administration

expected May 2027

- Major: Marketing, Minor: Finance
- Honors: Walton College Honors Program, GPA 3.5
- Awards: New Arkansas Tuition Scholarship, 2024; Chancellors Scholarship Recipient, 2025; Ray Zurbach Memorial Scholarship, 2026

Experience

Wal-Mart Stores Inc.

Bentonville, Arkansas

Merchandising Internship

May 2026 - August 2026

- Revised Open-to-Buy log process, eliminated data entry errors by 18%
- Ordered approximately \$3,000,000 worth of women's apparel for Houston convention
- One of only 12 students nationwide to be selected for merchandising internship
- Spearheaded design of junior's summer modular display for use in Walmart Supercenters nationwide

The Buckle

Fayetteville, Arkansas

Sales Associate

July 2025 - February 2026

- Surpassed customer service expectations; awarded salesperson of the month 3 times
- Managed cash receivables
- Created and organized clothing displays for fall and winter apparel lines
- Consistent top sales associate averaging \$1,500 of revenue per shift

Bentonville Parks and Recreation

Bentonville, Arkansas

Referee and Umpire

May 2024 - April 2025

- Monitored K-8 baseball and basketball games
- Led 8 park staff members in ensuring child safety standards were enforced
- Communicated and responded to parents' and children's needs

Activities & Volunteer Work

Leadership Walton, Sam M. Walton College of Business

Fall 2024 - Present

- Member of Professional Development Program with 41 components designed to engage members in experiences specifically designed to prepare members for corporate and professional careers

Enactus, Sam M. Walton College of Business

Spring 2025 - Spring 2026

- Competitive Project Team member, participated in national case study competitions, 3 Honorable Mention awards, won Dashboard design challenge

Skills

- Technical: List computer software and programming languages and your level of fluency
- Interests: List activities you enjoy that may spark interview conversation
- Language: List foreign languages and your level of fluency