

Name

Phone Number | Email Address | LinkedIn URL

EDUCATION

University Name **City, State**
Bachelor of [Science in] Business Administration in Major Expected Graduation Date

- **GPA:** xx / 4.0
- **Honors:** xx
- **Relevant Coursework:** Microeconomics; Financial Accounting; Introduction to Business Law; Foundations of Marketing; etc.

WORK & LEADERSHIP EXPERIENCE

Company Name **City, State**
Position Title Start Date – End Date

- Summary sentence stating what you did and the overall results of your work
- Led team's efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings
- Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx
- Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments

Company Name **City, State**
Position Title Start Date – End Date

- Summary sentence stating what you did and the overall results of your work
- Selected Client / Project / Transaction Experience
- More details on experience

Student Organization Name **City, State**
Position Title Start Date – End Date

- Summary sentence stating what you did and the overall results of your work
- Recruited over xx members to club with promotional campaign
- Organized conferences, speaker events and community events

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in xx; Conversational Proficiency in xx
Technical Skills: Mastery in programming language xx/software; Proficient in Microsoft Excel
Certifications & Training: Any extra courses or programs relevant to your industry
Activities: Student Clubs, Volunteer Work, Independent Activities
Interests: Interest, Interest, Interest, Interest (keep to 1-2 lines)