**NAME**

Phone Number | Email Address | Unique LinkedIn URL

**EDUCATION**

**Ohio University, College of Business** | Athens, Ohio Month Year

*Bachelor of Business Administration*

Major(s): (List all majors)

(Major or Cumulative) GPA: Include GPA if is 3.0 or higher

**EXPERIENCE**

**Name of Company** | City, State Month Year – Present

*Title*

* *List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties.*
* *Think about WHAT you did, WHY you did it, HOW you did it and the RESULTS from doing it.*
* *Quantify results when possible, using numbers, dollar amounts, percentages, and frequencies*

Example:

* *Supervised team of 10 coaches, offering 3000+ CoB students career guidance via 1:1 appointments, workshops, and course instruction, resulting in 75%+ full time job placement at graduation, 3 years running*

**Name of Company** | City, State Month Year – Month Year

*Title*

* List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties
* Accomplishment, project, or experience
* Accomplishment, project, or experience

**LEADERSHIP ACTIVITIES AND MEMBERSHIPS**

**Organization** | City, State Month Year – Present

*Title*

* List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible
* Accomplishment, project, or experience
* Accomplishment, project, or experience

**Organization** | City, State Month Year – Present

*Title*

* List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible
* Accomplishment, project, or experience

**HONORS AND AWARDS**

**Award/Title/Scholarship** |City, StateMonth Year

**Award/Title/Scholarship** |City, StateMonth Year

**Award/Title/Scholarship** |City, StateMonth Year

**TECHNICAL AND LANGUAGE SKILLS** (if applicable)

**Technical:** Listed proficiency in software programming (Do not list Microsoft Office products)

**Language:** Listed proficiency in languages including level of mastery (conversational, fluent)