NAME

Phone Number | Email Address | Unique LinkedIn URL

EDUCATION

Ohio University | 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

PROFESSIONAL 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 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

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, State   Month Year
Award/Title/Scholarship | City, State   Month Year
Award/Title/Scholarship | City, State   Month 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)