**NAME**

Phone Number | Email Address

**EDUCATION**

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

*Bachelor of Business Administration*

Major: (List all majors)

GPA: (Add after semester end, if 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 and quantify results when possible
* Accomplishment, project, or experience
* Accomplishment, project, or experience
* Accomplishment, project, or experience

**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) \*\*\* If you list this, be ready to participate in an interview in grammatically-correct chosen language