**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 Majors)

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

Business Cluster Month Year – Month Year

* *This academic experience is an opportunity to share the skills and competencies gained from an integrated business experience simulating real world business problem solving. (Feel free to indicate the industry and name project 1 and 2)*
* *Reference the principles gained from studies in management, marketing, management information systems and finance. With special attention to where you lead on various aspects of the project.*
* *Speak to specific skills, examples include: cross-cultural communication, leadership, time management, problem-solving, teamwork, and analytical skills*

**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/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

**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

**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

**HONORS AND AWARDS**

**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)