Name

Address, City, State, Zip | Phone Number | Email Address | LinkedIn URL (optional)

**EDUCATION**

**Stetson University, School of Business Administration** DeLand, FL

*(Executive?) Master of Business Administration, (Concentration?)* Graduation Date (Mo/Yr)

GPA**:** xx

Honors: xx

**Previous University Name** City, State or Country

*Bachelor of (Degree) in (Major)* Graduation Date (Mo/Yr)

GPA: xx

Honors**:** xx

**EXPERIENCE**

**Name of Employer** City, State or Country

*Position Title, Group/Dept. Name* Start Date (Mo/Yr) – End Date (Mo/Yr or Present)

* Summary sentence(s) describing organizing and the overall scope/breadth of your responsibilities
* 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

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**LEADERSHIP**

**Organization Name** City, State/Country

*Position Title or Committee/Role* 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:** List any programming languages, advance software applications, etc.

**Certifications & Training**: Any extra courses or programs relevant to places where you are applying

**Activities:** Student Clubs, Volunteer Work, Independent Activities

**Interests:** Keep this to 1-2 lines and be specific; do not go overboard