

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