

[Name]

[Physical Address]

[Phone Number] | [Email Address]

OBJECTIVE

Seeking a [Position Title] position with [XYZ Company] to [Reason for seeking the position].

EDUCATION

[University Name]

Expected [Graduation Date]

Bachelor of [Arts/Science] in [Major]

- **GPA:**
- **Honors:**
- **Relevant Coursework:** [Only courses related to the career field to which you apply]

WORK EXPERIENCE

[Position Title]

[Start Date] – [End Date]

[Company Name], [City], [State/Country (if outside the U.S.)]

- [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]
- Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]
- [Created xx new method for doing xx; led to increased efficiency / sales]

[Position Title]

[Start Date] – [End Date]

[Company Name], [City], [State/Country (if outside the U.S.)]

- [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]

[Position Title]

[Start Date] – [End Date]

[Company Name], [City], [State/Country (if outside the U.S.)]

- [Led team's efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings]
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- [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments]

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in xx

Technical Skills: [List any programming languages or MS Office if required in job announcement]

Certifications & Training: [Any extra courses or programs relevant to target profession]

Activities: [Student Clubs, Volunteer Work, Independent Activities]

Interests: [Keep this to 1 line and be specific; do **not** go overboard]