

16 pt. font size and BOLD

NAME

Cell Phone Number • Email address • LinkedIn URL

12 pt. font size

EDUCATION

14 pt. font size, underline and BOLD

B.S.B.A., Business Administration

12 pt. font size and BOLD

High Point University

GPA: (Optional, if above 3.00)

Dean's List: (Optional)

Study Abroad: (If applicable) University name, program name

May 2024
High Point, NC

Month Year

List in reverse chronological order – most recent first

EXPERIENCE

Job Title

Company Name

Use the 2 letter abbreviation for State (e.g. NC).

Month Year – Present

City, State

- Action verb/skill/accomplishment/result (*list 2-3 statements that focus on results or skills developed*)
- Action verb/skill/accomplishment/result

Job Title

Company Name

Month Year – Month Year

City, State

- Action verb/skill/accomplishment/result
- Action verb/skill/accomplishment/result

2 Letters (e.g. NC)

Job Title

Company Name

Month Year – Month Year

City, State

- Action verb/skill/accomplishment/result
- Action verb/skill/accomplishment/result

2 Letters (e.g. NC)

Use categories that apply to YOU

LEADERSHIP/CAMPUS/VOLUNTEER ACTIVITIES

Position (Captain, Volunteer, President, etc.)

Organization's Name

Month Year – Month Year

City, State

- Action verb/skill/accomplishment/result
- Action verb/skill/accomplishment/result

2 Letters (e.g. NC)

Position (Captain, Volunteer, President, etc.)

Organization's Name

Month Year – Month Year

City, State

- Action verb/skill/accomplishment/result
- Action verb/skill/accomplishment/result

2 Letters (e.g. NC)

SKILLS

List your soft and hard skills that pertain most to the career, job, or internship you are seeking

- List soft skills
- List hard skills (such as Excel, programs, coding languages)
- List additional languages (optional) and indicate proficient, conversant, or fluent