First M. Last

City | State | 215-555-5555 | first.last@temple.edu

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA
Bachelor of [Business Administration / Science]   Month 20##
Major: xxxx | Minor: xxxx | GPA: #.## [Only include if 3.0 or over]

[Optional Section] **HONORS AND AWARDS**

Honors: [Examples] University Honors Program, Fox Honors Program
Awards: Name of Scholarship, Dean's List: Fall 20## – Spring 20##

EXPERIENCE

Company/Organization Name, City, State   Month 20## – Month 20##
Position Title
- [1st - Context Bullet] Start with action word, describe main function in role, and describe company/organization with details/data such as industry, size, population served, revenue
- [2nd] Start with action word, describe action, achievement or results, include relevant data
- [3rd] Start with action word, describe action, achievement or results, include relevant data
- [4th Optional] Start with action word, describe action, achievement or results, include relevant data
- [5th Optional] Start with action word, describe action, achievement or results, include relevant data

Company/Organization Name, City, State   Month 20## – Month 20##
Position Title
- [1st - Context Bullet] Start with action word, describe main function in role, and describe company/organization with details/data such as industry, size, population served, revenue
- [2nd] Start with action word, describe action, achievement or results, include relevant data
- [3rd] Start with action word, describe action, achievement or results, include relevant data
- [4th Optional] Start with action word, describe action, achievement or results, include relevant data
- [5th Optional] Start with action word, describe action, achievement or results, include relevant data

[Optional Section] **EXTRACURRICULAR EXPERIENCE**

Position Title, Organization Name   Month 20## – Month 20##
Position Title, Organization Name   Month 20## – Month 20##
[Optional] ***Study Abroad Program Name***, University Name, Location   Month 20## – Month 20##

[Optional Section] **PROJECT EXPERIENCE**

Project Title, Class Name   Month 20## – Month 20##
Position Title [Example: Team Member]
- [Project Bullet] Summarize your project, your role, and outline the steps to completion
- [2nd Optional] Provide details and outline the steps to completion
- [3rd Optional] Provide details and outline the steps to completion

[Optional Section] **CERTIFICATIONS**

Certificate Title, Issuing Company/Organization   Month 20## [Date of Receipt]
Certificate Title, Issuing Company/Organization   Month 20## [Date of Receipt]

SKILLS

Software: [Examples:] Microsoft Word, Excel, PowerPoint, Access, FactSet, Thomson One
[Optional] Languages: Basic / Intermediate / Advanced / Native proficiency in Language Name