**Name**

Phone Number | Email Address

**EDUCATION**

**Ohio University, College of Business** | Athens, Ohio Month Year

*Bachelor of Business Administration*

Major(s): (List Majors)

(Major or Cumulative) GPA: Include GPA if is 3.0 or higher

Business Cluster Month Year – Month Year

* Integrated management, marketing, management information systems, and finance principles to solve real-world, complex business problems in cross-cultural teams (this is a generic bullet point, please tailor to your specific experience)
* Employed cross-cultural communication, leadership, time management, problem-solving, teamwork, and analytical skills (this is a generic bullet point, please tailor to your specific experience)
* Completed three team projects: feasibility study, industry analysis and a live client consultation (this is a generic bullet point, please tailor to your specific experience)

**EXPERIENCE**

**Name of Company** | City, State Month Year – Present

*Title*

* List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible
* Accomplishment, project, or experience
* Accomplishment, project, or experience

**Name of Company** | City, State Month Year – Month Year

*Title*

* List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties
* Accomplishment, project, or experience

**LEADERSHIP ACTIVITIES AND MEMBERSHIPS**

**Organization** | City, State Month Year – Present

*Title*

* List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible
* Accomplishment, project, or experience

**Organization** | City, State Month Year – Present

*Title*

* List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible

**HONORS AND AWARDS**

**Award/Title/Scholarship** |City, StateMonth Year

**TECHNICAL AND LANGUAGE SKILLS** (if applicable)

**Technical:** Listed proficiency in software programming (Do not list Microsoft Office products)

**Language:** Listed proficiency in languages including level of mastery (conversational, fluent)