**Name**

(123) 456-7890| Mailing Address | Email Address

**EDUCATION**

**Texas A&M University City, State**

*Bachelor of Business Administration* Month and Year of Graduation

**EXPERIENCE**

**Company Name** **City, State or Country**

*Position Title, Group Name if Appropriate* Start Month and Year – End Month and Year

If your employer is not well known, include a brief description of company and product/services provided

* A verb (your action) + accomplishment (result: quantified or qualified) = formula for bullet points
* Do not duplicate action verbs
* Managed final review of xx; enhanced xx to reduce xx by xx%
* Accelerated time to market for new product launch by xx% through xx, xx, and xx
* Built and launched self-paced employee online training program to improve xx and xx

**Company Name** **City, State or Country**

*Position Title, Group Name if Appropriate* Start Month and Year – End Month and Year

A verb (your action) + the accomplishment or result = formula for bullet point; Do not duplicate action verbs

* Reduced accounts receivable from $1.2M to $250K in 6 months by improving xx and eliminating xx
* Assessed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx and increased sales xx% within 3 months

**Company Name** **City, State or Country**

*Position Title, Group Name if Appropriate* Start Month and Year – End Month and Year

* A verb (your action) + the accomplishment or result = formula for bullet point; Do not duplicate action verbs
* Developed report generation system and business analysis models in MS Access and Excel to increase xx and minimize duplicated efforts across multiple departments

**LEADERSHIP & INVOLVEMENT**

**Organization Name** **City, State or Country**

*Position Title* Start Month and Year – End Month and Year

* Recruited xx new members through development of online promotional campaign targeting xx
* Highlight the most relevant/high impact aspects on your leadership experience

**Organization Name** **City, State or Country**

*Position Title* Start Month and Year – End Month and Year

* Collaborated with team of 6 to develop outreach initiative targeting recent alumni which increased participation in annual fundraising event 60%; dollars raised exceeded goal by $20K
* Negotiated revised agreement with concessions vendor to provide xx at reduced cost resulting in savings of $7K

**SKILLS, INTERESTS, AND ACTIVITIES**

**Languages:** Fluent in xxxx; Conversational Proficiency in xxxx

**Technical Skills:** List any programming languages, etc.

**Certifications & Training**: Any extra courses or relevant programs

**Activities:** Student Clubs, Volunteer Work, Independent Activities

**Interests:** Keep this to 1-2 lines and be specific.