**Name**

City, ST

Email

(area code) phone-number

LinkedIn profile URL

**EDUCATION**

**Bachelor of Science in Business Administration**

Auburn University at Montgomery, Montgomery, AL, expected graduation Month 20XX

**Major:** Your major

**Overall** **GPA**: #.#/4.0 **Major GPA**: #.#/4.0 (list GPAs only if 3.0 or above)

**EXPERIENCE**

**Job Title**, Company Name, City, State, Month 20XX - present

* + - * List your responsibilities and accomplishments in reverse chronological order. Use present tense for current experience, past tense for past experience. Aim for no more than three bullet points per experience.
* Lead with an action word that accurately describes your responsibility. If applicable, state the situation, action, result. Omit I, my, me, you, we.
* Focus on transferable business skills. Examples: Promote specials to customers to increase sales. Maintain patient records for efficient access by medical staff. Proactively assist customers with locating products to increase sales.

**Job Title**, Company Name, City, State, Month 20XX - Month 20XX

* List your responsibilities and accomplishments. Use past tense for past experience. Aim for no more than three bullet points per experience.
* Example: Assisted customers with merchandise returns and relayed their concerns to management to improve the customer experience.
* List your responsibilities, accomplishments, or skills learned using action words (past tense verbs for previous jobs).

**LEADERSHIP**

**Position Held**, Club or Organization Name, Month 20XX – present

**Position Held**, Club or Organization Name, Month 20XX – Month 20XX

**ACTIVITIES**

List any AUM student club membership, Month 20XX - present

Volunteer activity, Month 20XX

List any other organizations that you have been a part of on campus or in the community

**HONORS/AWARDS**

List any academic scholarships (Delete this section if you don’t have honors or awards)

List any other honors or awards received (e.g., Dean’s List, etc.)

**SKILLS**

List any skills relevant to the job/position to which you are applying (be honest)

Example: Excel; Adobe Creative Cloud; Canva

Example: Languages: Spanish (fluent)