**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)

**RELEVANT COURSEWORK AND PROJECTS**

Course name, course name, course name (add relevant courses as needed)

**Project Name/Competition Name**, Month 20XX

* List project tasks for class project or competition (researched, collaborated, prepared, presented to)
* List any outcome or acknowledgement (e.g., 3rd place out of 40 teams)

**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, accomplishment, or skills learned. 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. Assisted customers with merchandise returns and relayed their concerns to management to improve the customer experience.

**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)