**First (Nickname-optional) Last**

Local Address • Email Address • Phone Number • LinkedIn URL

**EDUCATION \_\_\_\_\_\_**

**University of Washington, Michael G. Foster School of Business Seattle, WA**

*Bachelor of Arts in Business Administration,*Concentration: Finance June 2017

Cumulative GPA: 3.6/4.0, Major GPA: 3.7/4.0

Dean’s List, 5 quarters, Alpha Kappa Psi, Freshman Direct (early entrance program)

**Relevant Coursework:** Course 1 • Course 2 • Courses listed need to be relevant to the position

**Copenhagen Business School Copenhagen, Denmark**

Study Abroad: International Business, Finance and Business Economics Spring 2012

**WORK EXPERIENCE (Change header title as needed) \_\_\_\_\_\_\_**

**Company Name**  **City, State**

*Position Title* Month Year - Present

* Use bullet points to communicate accomplishments and value provided while interning/working
* Choose strong action verbs as the first word of every bullet point to communicate engagement and participation
* Highlight soft skills learned/gained/enhanced through describing the nature of the position
* Ex: Analyzed account balances and generated performance measurements for three functional areas

**Company Name**   **City, State**

*Position Title* Month Year - Month Year

* Enhance bullet points by using data and quantifying information to provide scope and detail
* Speak the language of the industry by using key terms and phrases, matching vocabulary found on the job description
* Include 3 to 4 points per position, depending on the relevancy of the experience to the position
* Ex: Assisted the HR manager in candidate recruiting, screening and hiring for 15 open job requisitions

**Company Name**   **City, State**

*Position Title* Summer Year

* Reference only transferrable skills when describing pre-professional work not relevant to the industry (ex: waitress/server, landscaper, barista)
* Show the value of the position by indicating skills such as teamwork, problem solving, customer relations and communication

**LEADERSHIP ACTIVITIES (Change header title as needed) \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Organization**, *Position or role* Month Year - Present

* Highlight specific skills, increased participation or accomplishments as a leader
* Ex: Managed a database of 82 participants payment, profile and arrival information to facilitate conference logistics

**Event, Case Competition or Project,** *Position or Role*Quarter Year

* Describe the event or project so the reader can understand the knowledge displayed or competencies used

**Activity,** *Position or Role*  Quarter Year

* Including non-business activities (intermural sports, sorority/fraternity, philanthropy) is valid and beneficial

**ADDITIONAL INFORMATION \_\_\_\_\_\_\_**

**Honors:** Scholarships, Awards, Academic

**Skills:** Software, technical skills and language skills

**Interests:** Be specific. Ex: Cooking fusion cuisine, Food and Wine