

Your Name (20pt font)

(123) 456-7890 | E-mail address (No hyperlink) | LinkedIn URL (No hyperlink)

EDUCATION

Texas Tech University, Rawls College of Business (Bold)

City, State

Bachelor of Business Administration, Major (Accounting, Finance, etc.) (Italics)

Month Year

- GPA: optional (> 3.0)
- Concentration/ Certification/ Minor
- Dean's List: Fall/Spring Year
- President's List: Fall/Spring Year

Previous Institution (Bold) (if degree obtained only)

City, State

Degree (Italics)

Month Year

RELEVANT COURSEWORK (optional)

Course Name (Bold, no course numbers)

Month Year – Month Year

- Analyzed... (showcase skills you are learning in courses within your major/industry)
- Developed...

WORK EXPERIENCE

Most Recent Company/Organization Name (Bold)

City, State

Position Held (Italics)

Month Year – Month Year

- 3-5 bullets expanding on skills/accomplishments/responsibilities
- Bullet points begin with a different Past Tense action verb
- “Show” the employers your skills, not just “tell” them

Company/Organization Name (Bold)

City, State

Position Held (Italics)

Month Year – Month Year

- Create a strong bullet that has: the **skill** you are marketing, **context details**: who, what, where, how, and then a **result**
- **Weak bullet**: Worked in a team
- **Strong bullet**: Worked in a team of four to analyze data resulting in a 20% profit for the year

CAMPUS INVOLVEMENT (optional)

Gamma Gamma Gamma (Bold)

Month Year – Month Year

Treasurer (Month Year- Month Year) (Italics)

- Coordinated...
- Maintained...

Rawls Ambassadors (Bold)

Month Year – Month Year

SKILLS (Hard, Technical skills only - optional)

-
- Language (Fluent)
 - Tableau, SQL, Python, R, etc. (IT/Finance majors)
 - All skills are on separate bullets, you may put them into columns to not exceed 1 page