Name

Physical Address

Phone Number | Email Address | Linked In URL

**EDUCATION**

**University of Arizona, Eller College of Management Tucson, Arizona**

*Bachelor of Science in Business Administration* Expected Grad Date Month Year

* **Major:** Pre-Business
* **GPA:**#.#
* **Honors:** List any scholarships or academic awards you’ve received in college, if any. If none, delete this bullet point

**PROFESSIONAL & LEADERSHIP EXPERIENCE**

**Company/ Student Club Name** **City, State**

*Position Title* Start Date – End Date

* 1st bullet
* 2nd bullet
* 3rd bullet

**Company/ Student Club Name** **City, State**

 *Position Title* Start Date – End Date

* 1st bullet
* 2nd bullet
* 3rd bullet

**Company/ Student Club Name** **City, State**

*Position Title* Start Date – End Date

* 1st bullet
* 2nd bullet
* 3rd bullet

**Company/ Student Club Name** **City, State**

*Position Title* Start Date – End Date

* 1st bullet
* 2nd bullet
* 3rd bullet

**(add add’l experiences here if you have them)**

**SKILLS, ACTIVITIES & INTERESTS**

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

**Skills:** List any programming languages, social media, accounting software, etc.

**Certifications & Training**: Any extra courses or programs relevant to your field of interest

**Activities:** Student Clubs, Volunteer Work, Independent Activities that you didn’t list above

**Interests:** Things you spend time on outside of school that shows well-roundedness, passion, work ethic. **(If you don’t have anything to put in the areas above, that’s okay, delete that line.)**