

First Last

Current
Milwaukee, WI

first.last@marquette.edu
(123) 456-7890

Permanent
Home City, State

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science in Business Administration

Month Year
GPA: X.X/4.0*

Major: **Major** (If you will have a double major – Majors: **Accounting and Finance**)

Minor: **Minor** (Remove if you will not pursue a minor)

Skills: List any languages spoken and high-level, **hard** skills **

EXPERIENCE

Job Title Month Year – Month Year / Present
EMPLOYER, City, State

- Use action words to begin each bullet.
- Describe job duties, responsibilities and skills used or developed in this position.
- Include accomplishments, with quantitative detail if possible.
- Avoid personal pronouns: bullet phrases are succinct and action-oriented.

Job Title Month Year – Month Year / Present
EMPLOYER, City, State

- Use action words to begin each bullet.
- Describe job duties, responsibilities and skills used or developed in this position.
- Include accomplishments, with quantitative detail if possible.
- Avoid personal pronouns: bullet phrases are succinct and action-oriented.

Feel free to include volunteer and community experiences here as well if they were substantial/ were similar to a job. If you don't have many relevant work experiences yet, consider adding coursework section or a more robust activities section

ACTIVITIES

Role
ORGANIZATION NAME, School OR City, State Month Year – Month Year

- Utilize bullets to describe roles and experiences.

HONORS

Name of Award / Scholarship (describe the nature of the award/honor), **Dates optional but encouraged**

*: Within your education section, a college-level GPA is expected. You may add this section once you receive grades and a GPA for your first semester at MU.

** : As college-level students, proficiency with MS Word, Outlook, PowerPoint and Excel will be expected by employers and should not be listed on your resume. However, Access is a more unique program and listing this proficiency could be valuable (especially if an employer lists working with Access within the job description). Similarly, specialized software such as customer relationship management tools (CRMs), computer languages or statistical programs are more unique and use high-level technology skills that could make a positive impact within a resume.

Jacob Red

Current
Milwaukee, WI

jacob.red@marquette.edu
(123) 456-7890

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EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science in Business Administration May 2026
Major: Accounting
Minor: Philosophy

WORK EXPERIENCE

CHICAGO PARK DISTRICT, Chicago, IL
Washington Park Camp Counselor May 2022 – August 2022

- Supervised over 20 elementary school children in free play
- Created lesson plans and activity maps to ensure daily learning objectives were met
- Coordinated weekly field trip in conjunction with the Summer Programs Manager to facilitate smooth communication between staff, counselors, and parents

CLASS PROJECT EXPERIENCE

MARQUETTE UNIVERSITY BUSINESS DAY ONE, Milwaukee, WI
CEO, BizCafe Class Project January 2023 – Present

- Design a strategic plan in groups on the management of a student-led coffee house
- Delegate tasks among team members; work one-on-one with peers to learn how to best capitalize on individual member's strengths
- Generate weekly financial statements for the simulated coffee shop
- Develop interpersonal communication skills by presenting with team to coffee house stakeholders on the financial viability of the group's plan

ACTIVITIES

Member, MARQUETTE UNIVERSITY FINANCE CLUB August 2022 – Present
Member, MARQUETTE UNIVERSITY CIRCLE K CLUB August 2022 – Present
Participant, MARQUETTE UNIVERSITY HUNGER CLEAN UP August 2021
Volunteer, ST. JOHN OF THE CROSS PARISH, Western Springs, IL 2019 – Present

HONORS

Recipient, MARQUETTE UNIVERSITY PERE MARQUETTE SCHOLARSHIP
Recipient, VETERANS OF FOREIGN WARS ESSAY SCHOLARSHIP

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EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI May 2025
Bachelor of Science in Business Administration GPA: 3.2 / 4.0
Majors: **Accounting** and **Finance**

Skills: Fluent in Spanish, MarqIT (fundraising and donor management software)

RELATED EXPERIENCE

Student Recruiter September 2023 – Present
MARQUETTE UNIVERSITY ADVANCEMENT, Milwaukee, WI

- Accurately document donations in MarqIT alumni database.
- Compile donation totals at the end of each shift.
- Utilize listening and phone communication skills while calling alumni and friends to request donations to the College of Business Administration.
- Assist in efforts that previously helped raise over \$135,000 in scholarship funds during “blitz week.”

Lead Cashier May 2022 – August 2022
WINDMILL ICE CREAM SHOPPE, Chicago, IL

- Developed weekly work schedule for 8 cashier staff. Adjusted standard shift times to maintain customer service levels and reduce payroll costs by 12 hours per week.
- Trained 3 new associates to take orders and document inventory.
- Provided excellent customer service in a friendly and fast-paced environment.

Lifeguard & Cashier May – August 2019, 2020
CHICAGO PARK DISTRICT, WASHINGTON POOL, Chicago, IL

- Supervised and monitored community swimming pool.
- Took orders and served customers quickly during busy meal times.
- Interacted with patrons, enforcing pool rules in a courteous manner.

ACTIVITIES

Second Floor Representative September 2022 – Present
STRAZ TOWER RESIDENCE HALL, Marquette University

- Represented 150 residents at Residence Hall Council.
- Recruited residents to serve as guides and candy stops for local children visiting hall through HALLOWEEN program. Reached goal of 40% resident participation.

Math Tutor September 2022 – December 2022
ST. ROSE'S ELEMENTARY SCHOOL, Milwaukee, WI

HONORS

College of Business Administration Scholarship (awarded for academic achievement)
Rotary District Scholarship (awarded for academic achievement and community involvement)