

First Last

Campus Address
125 West Wisconsin Avenue
Milwaukee, WI 12345

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

Permanent Address
123 Main Street, Unit A
Home City, State 23456

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

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- Describe job duties, responsibilities and skills used or developed in this position.
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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 Month Year – Month Year
ORGANIZATION NAME, School OR City, State

- 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

Campus Address
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123 Main Street, Unit A
Home City, State 23456

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science in Business Administration May 2021
Major: Accounting
Minor: Philosophy

WORK EXPERIENCE

CHICAGO PARK DISTRICT, Chicago, IL
Washington Park Camp Counselor May 2020 – August 2020

- 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 2018 – 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 2020 – Present
Member, MARQUETTE UNIVERSITY CIRCLE K CLUB August 2020 – Present
Participant, MARQUETTE UNIVERSITY HUNGER CLEAN UP August 2020
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

Melanie Blue

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Campus Address
125 West Wisconsin Avenue
Milwaukee, WI 12345

Permanent Address
123 Main Street, Unit A
Chicago, IL 23456

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science in Business Administration
Majors: **Accounting** and **Finance**

May 2022
GPA: 3.2 / 4.0

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

RELATED EXPERIENCE

Student Recruiter

September 2019 – 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 2019 – August 2019

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 2017, 2018

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 2018 – May 2019

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 2018 – December 2018

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)