

FIRST LAST

123 Main Street, Apt. 4
Milwaukee, WI 12345

(414) 555-1234
first.last@marquette.edu

OBJECTIVE

This is a highly optional section but can serve as an introduction to who you are as a professional and what your goals are- especially if there is not cover letter in the application.

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI Graduation Month Year
Bachelor of Science in Business Administration GPA: X.X/4.0
Major: **Major** (If you have a double major – Majors: **Accounting and Finance**)
Minor: **Minor**

STUDY ABROAD UNIVERSITY, City, Country Academic Term
Study Abroad: Describe focus
• Describe coursework, language study, travel and/or cultural experiences.

Skills: list language or high-level computer skills

TYPE OF EXPERIENCE (Be specific here, is this real estate experience? Marketing? Professional? If you have multiple types, feel free to have multiple experience sections that are appropriately labeled)

Role 1 Dates required
COMPANY NAME, city, state
• List bullets about your experience in order of importance. Make sure your bullet point starts with an action verb and is skill oriented.

- List bullets about your experience in order of importance.

Role 2 Dates required
COMPANY NAME, city, state
• List bullets about your experience in order of importance.
• List bullets about your experience in order of importance.

ACTIVITIES

Role, ORGANIZATION NAME Dates optional
• List bullets about your most important activities. This can be more or less robust depending on their relevance and your involvement

Role, ORGANIZATION NAME Dates optional
Role, ORGANIZATION NAME Dates optional

HONORS (Option: activities and awards/honors may be listed together)



Sample Resume w/ Multiple Sections

College of Business Administration Business Career Center • (414) 288-7927 • businesscareers@marquette.edu
Business Career Center

Carla Hernandez

123 Main St., Apt. 4
Milwaukee, WI 12345

(414) 555-1234
carla.hernandez@marquette.edu

OBJECTIVE

IT internship with interest in database creation. Offering academic and professional database experience and Spanish language fluency.

Commented [LA1]: Carla lets the employer know right away that she has database experience both in the classroom and corporate settings.

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI

Bachelor of Science in Business Administration

May 2022

Majors: **Information Technology** and **Marketing**

GPA: 3.3/4.0

Commented [LA2]: Carla could choose to include a skills section to further highlight her language and technology skills. However, because she has them listed in her objective and describes them in bullet points below, Carla has chosen to use this space differently.

INFORMATION TECHNOLOGY EXPERIENCE

Access Database Development Project

Fall 2020

INTRODUCTION TO INFORMATION TECHNOLOGY, Marquette University

- Collaborated as team to plan, design and develop a donor tracking system to streamline the donation process for a non-profit social organization.
- Met with organization to understand information needs and gather user requirements.
- Tasks include complex queries, forms and reports generation.
- Presented completed database to client.

Commented [LA3]: Carla includes coursework experience in her IT section to highlight her objectives, experience, and skillset.

MARKETING EXPERIENCE

Marketing Intern

January 2019 – Present

YMCA OF MILWAUKEE, Milwaukee, WI

- Develop new member marketing packet, add new member information to MS Access database.
- Conceptualize and design English and Spanish language print and web advertising materials for People of Distinction awards.
- Maintain contact with and provide information to 250+ contributors, nominators, nominees and award recipients.
- Write and edit monthly newsletters distributed to 2,000+ members.

Commented [LA4]: Carla uses descriptive section headers to focus an employer's attention on her marketing experience.

Commented [LA5]: Since Carla did not include a skills section, she can use her bullet points to demonstrate them.

Commented [LA6]: Quantifiable detail is great, but is not always possible. By describing the nature of her task (English and Spanish language materials) as well as the recipient or impacted group Carla uses additional ways to highlight outcomes.

Marketing Student Staff

June 2018 – Present

ENROLLMENT MANAGEMENT, Marquette University, Milwaukee, WI

- Complete research projects including a competitor analysis and student satisfaction assessment. Suggestions based on research resulted in layout changes to Q&A webpage.
- Provide courteous service to prospective students and families visiting the office.

Commented [LA7]: List the most relevant bullet points first. (Within each section, bullet points can be listed strategically and do not need to represent the distribution of your responsibilities.)

CAMPUS LEADERSHIP

President, DELTA XI PHI SORORITY

April 2019– Present

Leader, HUNGER CLEAN-UP

April 2018, 2019

Volunteer, COUNCIL FOR THE SPANISH SPEAKING

October 2018 – May 2019

Board Member, HALL COUNCIL

September 2018– May 2019

HONORS

Beta Gamma Sigma Business Honors Society

Ignatius Scholar (academic achievement)



Carla Smith

123 Main St., Apt. 4
Milwaukee, WI 12345

(414) 555-1234
carla.smith@marquette.edu

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science in Business Administration
Majors: **Marketing & Entrepreneurship**

May 2022
GPA: 3.3/4.0

SKILLS: Spanish language (fluent), MS Access

MARKETING EXPERIENCE

Marketing Intern

September 2019 – Present

YMCA OF MILWAUKEE, Milwaukee, WI

- Conceptualize and design English and Spanish language print and web advertising materials for People of Distinction awards.
- Maintain contact with and provide information to 250+ contributors, nominators, nominees and award recipients.
- Develop new member marketing packet, add new member information to MS Access database.
- Write and edit monthly newsletters distributed to 2,000+ members.

Marketing Student Staff

June 2018 – May 2019

ENROLLMENT MANAGEMENT, Marquette University, Milwaukee, WI

- Complete research projects including a competitor analysis and student satisfaction assessment. Suggestions based on research resulted in layout changes to Q&A webpage.
- Analyze response rates from direct mail outreach to high school sophomores and juniors.
- Provide courteous service to prospective students and families visiting the office.

RELATED EXPERIENCE

Sales Associate

June – August & School Breaks 2018 – Present

SALKED & SONS, INC, Waukesha, WI

- Contributed to sales team by scheduling uniform fittings for seven high schools.
- Filled orders and maintained stock of items in three departments.
- Assisted store manager with obtaining price quotes for seasonal sports equipment.
- Developed and tested group sales follow-up program resulting in referral business.
- Guided customers with purchases of retail items and team supplies.

CAMPUS LEADERSHIP

President, ABC SORORITY

April 2019 – Present

- Oversee activities, membership, officers, and \$20,000 operating budget.
- Served as Social Chair (April 2016 – March 2017) and member (October 2015 – Present).

Leader, HUNGER CLEAN-UP

April 2018, 2019

Board Member, HALL COUNCIL

September 2018 – May 2019

Volunteer, COUNCIL FOR THE SPANISH SPEAKING

October 2018 – May 2019

HONORS

Beta Gamma Sigma Business Honors Society
Ignatius Scholarship (awarded for academic achievement)