

[Your Name]

Entry-Level Business Graduate

Phone: [Your Phone]

Email: [Your Email]

LinkedIn: [Your LinkedIn URL]

Location: [City, State]

PROFESSIONAL SUMMARY

Recent Business graduate with foundational knowledge in corporate strategy, financial analysis, and project coordination. Eager to leverage academic background and internship experience to contribute to business operations and growth.

EDUCATION

Bachelor of Business Administration

[Month Year] – [Month Year]

[University Name], [City, State]

GPA: [Your GPA] | Relevant Coursework: Corporate Finance, Marketing Principles, Data Analytics

INTERNSHIP EXPERIENCE

Business Analyst Intern

[Month Year] – [Month Year]

[Company Name], [City, State]

- Assisted in market research and data collection for business development projects.
- Supported financial analysis and report preparation for client presentations.
- Collaborated with team members to streamline documentation processes.

PROJECTS

Capstone Project: Market Expansion Analysis

[Year]

[University or Organization]

- Researched and presented a strategic plan for market entry into a new region for a hypothetical corporation.
- Utilized SWOT analysis, competitor benchmarking, and financial forecasting.

SKILLS

- Financial Analysis
- Microsoft Office Suite (Excel, PowerPoint, Word)
- Data Analysis
- Team Collaboration
- Research & Reporting

CERTIFICATIONS

- Google Data Analytics Certificate [Year]
- Bloomberg Market Concepts (BMC) [Year]