

First Last Name

Email: youremail@example.com | Phone: (123) 456-7890 | LinkedIn: linkedin.com/in/yourname
City, State, ZIP

PROFESSIONAL SUMMARY

Recent Business School graduate with a solid academic foundation and experience in business and management settings. Eager to leverage analytical, communication, and teamwork skills to contribute to organizational success.

EDUCATION

Bachelor of Business Administration

- Major: Business Administration | GPA: X.XX/4.00 University Name, City, State | Month Year – Month Year
- Relevant Coursework: Finance, Marketing, Strategy, Management

EXPERIENCE

Job Title / Internship

- Responsibility or achievement one Company Name, City, State | Month Year – Month Year
- Responsibility or achievement two
- Responsibility or achievement three

Leadership Position / Student Organization

- Role or activity description Organization Name | Month Year – Month Year
- Project or initiative description

SKILLS

- Technical: Microsoft Office Suite, Data Analysis, [Other Skills]
- Languages: [Languages spoken]
- Other: [Soft skills or certifications]

AWARDS & CERTIFICATIONS

- Award Name, Issuer | Year
- Certification Name | Year