**Your M. Name** (Bold, size 15 or 16)

1234 Youngstown Lane Youngstown, Ohio 44555 (full address, avoid abbreviations throughout resume)

330.941.3660 │ firstlast@gmail.com (Phone # you use/check most, current school e-mail or other professional e-mail)

**Education** (Should be first right now, do not include high school, bold all headings)

Youngstown State University – Youngstown, Ohio (Name and location of school)

Williamson College of Business Administration – AACSB Accredited (College and accreditation)

**Bachelor of Science in Business Administration** (Bold, spell out whole degree)**,** May 2024 (🡨 Expected graduation)

Major: **List Your Major Here** (Bold) Minor: **List Your Minor Here** (Bold, only include minor if you have one)

Major GPA:0.0/4.0Overall GPA:0.0/4.0 (Do not have to include both major GPA and overall GPA)

**Relevant Coursework** (Good if looking for an internship and/or do not have a lot of work experience, but not required)

**Class Title** Spring 2022

* Add bullets describing your class projects and learning outcomes; do not just list course descriptions
* General education classes are not a good idea for this section, try to focus on classes in your major
* Discuss skills that are very employer specific and directly related to the position you are applying for

**OR**

Simply list names of specific courses you know employers will be looking for. Example…

Fundamentals of Management, Selection Training and Development, Managing Individuals in Organizations, Employee Relations and Workplace Ethics, Leadership in Business and Society, and Managerial Accounting Spreadsheet Lab

**Work Experience** (Can have multiple experience sections depending on what you have – Relevant, Additional, Volunteer, etc.)

List the Employer Here – City, State (Align dates in same place, spell out months, most recent to least)

**Job Title** (Bold) Month Year – Present

* A resume should usually be 1 page! Employers skim the resume in 30-60 seconds; relevant information may cause a 2 page resume…know the industry and if they prefer 1 or 2 page resumes
* Add bullets describing activities, skills, accomplishments. Always begin with an active verb in the correct tense
* Omit usage of personal pronouns “I”, “me”, “my” and tailor the resume to the position
* Include results in your bullet points to help effectively market skills – use specific numbers when you can

Barnes & Noble – Youngstown, Ohio

**Sales Associate** January 2023 – Present

* Sell merchandise to customers (NOT GOOD)
* Sell merchandise to customers while providing excellent service (OK)
* Increase region sales 40% by creating a friendly shopping environment, utilizing product knowledge to answer questions and make suggestions, and effectively advertising regular sales and promotions (GOOD)

**Professional Memberships & Awards** (Or Leadership, Activities, Organizations, Honors, Athletics, Certifications, etc., again depending on what you have)

Sigma Alpha Lambda January 2024 – Present

Kappa Delta Pi August 2022 – Present

Pi Sigma Epsilon October 2021 – Present

Red and White Scholarship August 2021 – Present

Dean’s List 6 Semesters

**Skills** (Skills not addressed anywhere else in the resume (mostly technical or language skills), not for soft skills like communication, customer service)

Proficient in Microsoft Word, PowerPoint, Excel, and social media management (Facebook, Instagram, and Snapchat)

Fluent in Spanish