Notes:

* No more than 1 page.
* 10-12 pt. font throughout.
* No personal pronouns.
* Use current address and add your LinkedIn profile or online portfolio.
* Add ‘USA’ after the state if applying to international locations.

**FIRST & LAST NAME**

Street Address, City, State Zip Code [USA]

+1 (555) 555-5555

xxx@email.sc.edu (or another professional email address)

**EDUCATION**

MOORE SCHOOL OF BUSINESS, University of South Carolina Columbia, SC USA

**Bachelor of Science, Business Administration** [include full degree] [Intended graduation date] May 2027

**Major:** Accounting **Minor:** Spanish

**GPA:** 3.5 [only include if above a 3.0]

**Awards:** President’s Honor Roll, Dean’s List (multiple recipient), University of South Carolina Cooper Scholar

UNIVERSIDAD COMPLUTENSE DE MADRIDMadrid, SPAIN

[Study Abroad experience] January 2025 – May 2025

**EXPERIENCE**

COMPANY/ORGANIZATION NAME Location

Recommended formatting.

**Position Title** Timeframe

Scope Statement (one statement that gives a broad overview of the position you held).

* Accomplishment-based bullet point (states what specifically you did in terms of responsibilities, how you added value to the organization, and includes numerical data, if applicable, to back up claims).
* Accomplishment-based bullet point (3-4 total bullets recommended)

UNIVERSITY HOUSING, UNIVERSITY OF SOUTH CAROLINA Columbia, SC USA

**Resident Mentor** August 2024 – December 2024

Enforced university housing policies and procedures while serving as a role model and mentor to residents in a safe and impactful living community.

* Planned and facilitated two educational programs per month to introduce residents to academic opportunities.
* Responded to high-stress incidents in a professional manner that promoted resident safety and confidentiality.

ICE CREAM SHACK Columbia, SC USA

**Assistant Manager** May 2022 – July 2023 (seasonal)

Coordinated food distribution and provide general customer service at a local dining establishment.

* Cataloged product inventory and approved deliveries to create an organized and efficient work environment.
* Designed marketing displays to promote healthy dietary choices that increased product sales by 30%.
* Provided excellent service and a pleasurable dining experience that increased retention rates.

**LEADERSHIP EXPERIENCE** [If applicable]

OMEGA PHI ALPHA SERVICE SORORITY; UNIVERSITY OF SOUTH CAROLINA Columbia, SC USA

**Communications Director** May 2024 – Present

Oversee chapter communication while serving as a chairperson supporter and executive board member.

* Supervise and assist 15 positions and design and execute service projects and events for members.
* Revamp chapter communication methods to facilitate easier communication between 68 members.

**LANGUAGES** ENGLISH: nativeSPANISH: proficient

Categories will depend on skills, awards, or experiences you have.

**IT SKILLS** Microsoft Word, Excel, PowerPoint, Prezi

**AWARDS** Freshman Council, Mary–Louise Ramsdale Award, TOAST Leadership Award

**ACTIVITIES** Institute of Management Accountants, Beta Gamma Sigma Business Honors Society