

**Name**

(937) 434-xxxx

[lxxxxxx@yahoo.com](mailto:lxxxxxx@yahoo.com)

Address:

City, State zip

**OBJECTIVE** (optional) Tips: Directly target the position title and company if you are responding to an advertisement. Show an availability date for example; Available: May 5, 20xx.

**EDUCATION** Tips: List study abroad programs if applicable. GPA is optional unless required by the employer's job advertisement. It is recommended to list GPA's of 3 or greater. If you are under 3, apply for the job and explain the situation, confirm that this does not reflect your work ethic or motivation for the position in a cover letter and/or email to the recruiter, if you have their direct contact information.

University of Dayton

Dayton, Ohio

May 20XX

Bachelor of Science in Business Administration

Major(s):

Minor:

**HONORS/AWARDS** (optional)

**SKILLS** Tips: Extremely important to target the skill needs of the employer. If you are targeting a company, research the company's website and position openings/advertisements for skill clues. You can find an overview list of skills for a position on: [onetonline.org](http://onetonline.org) or use the job board [indeed.com](http://indeed.com) and review similar job postings for employer skill demands.

**EXPERIENCE** Tips: School projects can be listed as well as paid work experience.

**PROFESSIONAL ASSOCIATIONS** (optional)

**ACTIVITIES/COMMUNITY SERVICE** (optional) Tips: List activities that you were involved with on-campus. One day activities such as Christmas On Campus can be listed as well as clubs, and volunteer activities.