**STUDENT NAME**

City, State Zip-code (OR city, country for international locations) | (###) ###-#### | email@email.edu

**EDUCATION**

**University of Nebraska-Lincoln**, Lincoln, NE

Bachelor of Science in Business Administration, Month 20xx

Major(s): [list majors]; Minor(s): [list minors]

GPA: #.##/4.00

**EXPERIENCE [change header to highlight relevant experiences– career coaches can help you strategize]**

**Organization #1**, Location (city, state OR city, country)

*Title*, Month 20xx-Present

* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)
* (Bullet statement)

*Previous Role/Title*, Month 20xx-Month 20xx

* (Bullet statement)

**Organization #2**, Location (city, state OR city, country)

*Title*, Month 20xx-Month 20xx

* (Bullet statement)

**Organization #3**, Location (city, state OR city, country)

*Title*, Month 20xx-Month 20xx

* (Bullet statement)

**VOLUNTEER EXPERIENCE [change header as needed or remove section– career coaches can help you strategize]**

**Organization #1**, Location (city, state OR city, country)

*Title*, Month 20xx-Present

* (Bullet statement)

**ACTIVITIES [change header as needed or remove section– career coaches can help you strategize options]**

**Organization #1**, Location (city, state OR city, country)

*Title*, Month 20xx-Present

* (Bullet statement)

**Organization #2**, Location (city, state OR city, country)

*Title*, Month 20xx-Present

* (Bullet statement)

**HONORS [change header as needed or remove section– career coaches can help you strategize options]**

**Scholarship/Honors #1**, Month 20xx-Present

**Scholarship/Honors #2**, Month 20xx-Month 20xx

**ADDITIONAL EXPERIENCE [change header as needed or remove section– career coaches can help you strategize]**

**Organization #1**, *Title*, Location (city, state OR city, country), Month 20xx-Month 20xx

**Organization #2**, *Title*, Location (city, state OR city, country), Month 20xx-Month 20xx

**SKILLS**

*Computer*: Brand Software, Software, Software; Brand Software

*Languages*: Language (proficiency), Language (proficiency)