[Name]

[Email Address] | [Customized LinkedIn URL] | [Phone Number]

**EDUCATION**

**Loyola University Maryland Baltimore, MD**

*Bachelor of [Arts/Science/Business Administration] in [Major]* Expected [Graduation Date]

* **Minor/Concentration** in [Minor or Concentration]
* **GPA:** [xx]
* **Honors:** [xx]
* **Relevant Coursework:** [*courses* *relevant* *to the position/opportunity to which you are applying*]

**WORK EXPERIENCE**

**[Company Name**] **[City], [State/Country]**

*[Position Title], [Department Name]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]
* [Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]
* [Created xx new method for doing xx; led to increased efficiency / sales]

**[Company Name**] **[City], [State/Country]**

*[Position Title], [Department Name]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* [Led team’s efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings]
* [Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx]
* [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments]

**EXTRACURRICULAR INVOLVEMENT**

**[Student Club Name**] **[City], [State/Country]**

*[Position Title]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* [Recruited over xx members to club with promotional campaign]
* [Organized conferences, speaker events and community events]

**SKILLS**

**Languages:** Fluent in [xx]; Conversational Proficiency in [xx]

**Technical Skills:** [***not***MS Office/Excel]

**Certifications & Training**: [Any extra courses or programs relevant to the field]