­­**Your Name (version 1)**

Phone Number | email@uncc.edu | City, State | LinkedIn link

**EDUCATION**

**University of North Carolina at Charlotte Charlotte, NC**

*Bachelor of* *Science in Business Administration,* *Your Major, Minor in* *Your Minor Expected* *Month Year*

* GPA: X.XX ACT: XXX SAT: XXX (ACT/SAT scores for finance/investment banking/consulting only)
* Relevant Coursework: Courses relevant to the position you are seeking

**Study Abroad University** **City, Country**

*Study Abroad Program* *Semester Year*

* Select Coursework: List any coursework relevant to the position for which you are applying

**WORK EXPERIENCE**

**Company/Business/Organization City, State**

*Position Title Dates Position Held*

* For work experience, you should have 3-5 bullet points following the format: Power verb + what you did + how/why you did it
* Use the action verbs found in the Career Guide
* Delineate what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc

**Company/Business/Organization City, State**

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**LEADERSHIP & INVOLVEMENT**

**Charlotte 49ers Sport Played (EX: Mens Soccer or Women's Field Hockey) City, State**

*NCAA Division 1 Scholar-Athlete Dates Position Held*

* For work experience, you should have 3-5 bullet points following the format: Power verb + what you did + how/why you did it
* Use the action verbs found in the Career Guide
* Show what you accomplished and give specifics indicating how you showcased productivity, teamwork/encouragement, leadership, etc

**Student Organization/Association/Team/Club City, State**

*Position Held Dates Position Held*

* For work experience, you should have 3-5 bullet points following the format: Power verb + what you did + how/why you did it
* Use the action verbs found in the Career Guide
* What you accomplished as a member or leader (events led or organized, money raised try to give numbers, indicate increases in membership or event participation) BE SPECIFIC

**Student Organization/Association/Team/Club City, State**

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**SKILLS**

* List out hard skills, teachable abilities or skills that can be quantified. Try to limit the number of soft skills (such as “communications,” “leadership,” “teambuilding”) as they are much harder to quantify