

NAME

City, State • Primary Phone Number • Email Address • LinkedIn URL

EDUCATION

GEORGIA INSTITUTE OF TECHNOLOGY, Scheller College of Business

Atlanta, Georgia

Bachelor of Science in Business Administration

Month Year

- Concentration: GPA: (Optional)
- Certificate: (Optional)
- Significant Leadership Activities: (Optional) such as Vice President of Operations Management Society
- Scholarships
- Dean's List or Faculty Honors X semesters

EXPERIENCE

MOST RECENT EMPLOYER (COMPANY 1)

City/State

Position / Department (if applicable)

Month Year - Present

If the company is not well known, include an overview (not to exceed 2 lines) of the company including type of service or products.

- Accomplishment/Result/Quantify
- Accomplishment/Result/Quantify
- Business skill developed/Capacity it was used/Quantify
- (Use as many bullets as needed)

SECOND MOST RECENT EMPLOYER (COMPANY 2)

City/State

Position / Department (if applicable)

Month Year - Month Year

- Accomplishment/Result/Quantify
- Accomplishment/Result/Quantify
- Business skill developed/Capacity it was used/Quantify

THIRD MOST RECENT EMPLOYER (COMPANY 3)

Location / Location

Position / Department (if applicable)

Month Year - Month Year

- Accomplishment/Result/Quantify
- Accomplishment/Result/Quantify
- Business skill developed/Capacity it was used/Quantify

Position / Department (if applicable)

Month Year - Month Year

- Accomplishment/Result/Quantify
- Accomplishment/Result/Quantify
- Business skill developed/Capacity it was used/Quantify

SKILLS/INTERESTS

Languages: (Optional – e.g. Portuguese – native, English – fluent, German – basic)

Skills: (Optional – e.g. Bloomberg, Java, etc)

Affiliations: (Optional – e.g. professional and/or civic organizations)

Certifications: (Optional – non-GT certificates)

Publications: (Optional – research and/or professional)

Awards: (Optional – awards outside GT)

Activities: (Optional – activities outside GT)

Volunteer: (Optional)

Interests: (Optional – Relevant, unique, special interests, or achievements. NOT more than three)