|  |  |
| --- | --- |
| [your name] | |
| [Street Address] | [City, ST ZIP Code] | [Phone Number] | [E-mail Address] | |
|  | |
| Objective | |
| [An entry-level marketing or management position with a medium-sized business.] | |
| Education | |
| [Bachelor of Science, Business Administration]  *[State College, Oakhill]* | [Expected June 2007] |
| * [Major: Management] * [Minor: Marketing] * [Related course work: Personnel management, business management, business ethics, business law, macroeconomics, statistics, marketing, and sales.] | |
| Skills & Abilities | |
| [Management] |  |
| * [Developed and implemented new fundraising program for social fraternity, which brought in more than $1,500 for local charity.] * [Worked with local and national alumni chapters to coordinate chapter house expansion, including negotiating a construction contract and schedule.] * [Organized and communicated to chapter alumni a house expansion fundraising program, which to date has brought in enough to cover 50% of expansion costs.] * [Managed chapter house finances for two years, including collecting dues and paying bills.] | |
| [Sales] |  |
| * [Led campus newspaper advertising staff three consecutive years for mnost advertising dollars generated.] * [Organized and implemented advertising promotion, which increased number of advertisers by 45%.] | |
| [Communication] |  |
| * [Presented monthly financial reports to chapter members and quarterly reports to national headquarters.] | |
| [Leadership] |  |
| * [Served as fraternity president, business manager, and social chairman.] * Named to [Organization name.] | |
| Experience | |
| [Advertising Manager]  *[State College Student News]* | [Start Date]to [End Date] |
| * [Responsible for page and classified advertising sales and promotions.] * {Organized and implemented several successful advertising promotions, which cumulatively increased ad revenue by 65%.] |  |
| [Server]  *[Oakhill Pub]* | [Start Date] to [End Date] |
| * [Provided excellent table service and fostered guest satisfaction in fast-paced restaurant and bar. ] |  |