

NAME

City, State Zip • (###) ###-#### • name@vols.utk.edu • www.linkedin.com/in/name

EDUCATION

The University of Tennessee, Knoxville, Haslam College of Business

Knoxville, Tennessee

Bachelor of Science in Business Administration

Graduation: Month Year

Major: *Insert here* Concentration or Collateral (if appropriate): *Insert here*

Cumulative GPA: #.##/4.00 (optional) Major GPA: #.##/4.00 (optional)

Dean's List, # semesters (optional)

PROFESSIONAL EXPERIENCE

Organization Name

City, State

Position Title

Month Year – Present

- Start bullets with strong action verbs and avoid using responsible for, helped, or assisted
- Focus on information relevant to the reader
- Write bullets that showcase relevant skills, experiences and results using the STAR method (Situation/Task, Action/Skills, and Results/Purpose)
- Use numbers to quantify experiences when able

Organization Name

City, State

Position Title

Month Year – Month Year

- It is okay to have a different number of bullets per experience
- Vary your language and do not reuse the same action verb in an experience
- Do not re-use the same wording in a bullet even if doing similar work

LEADERSHIP EXPERIENCE

Organization Name

City, State

Position Title

Month Year – Month Year

- Use the same bullet format throughout the entire resume
- A bullet can go onto a second line as long as information adds value to the reader but avoid bullets that are only 1-2 words onto the second line

INTERNATIONAL EXPERIENCE

Institution Name

City, Country

Program Title

Month Year – Month Year

- Highlight relevant courses, skills, language immersion or other experience to showcase your learning
- Consistency in formatting is important

ACADEMIC PROJECT EXPERIENCE

Course Name, Institution Name

City, State

Title

Month Year – Month Year

- Showcase relevant skills, experiences and results of the project
- Projects should be relevant to the reader whether based on subject matter, skills gained or results

SKILLS

Computer: Include proficiency level

Language: Include proficiency level