

MY NAME

123 Main Street, Anytown, USA 00000
myemail@wso.com | (555)-555-5555

EDUCATION

Large Public University ... In New Jersey

GPA: 3.1 / 4.0

- B.S. in Finance, Concentration in Business Analytics
- Minor in Business & Technical Writing, Certificate in Professional Writing

Expected May 2017

HONORS

A University-Wide Research Conference

March 2015

- Presented independent research to a panel of faculty, staff, and students.
- Proposed a change in the legislation of the New Jersey Pinelands Commission

National Business Club (High-School)

September 2010 – May 2013

- Placed 4th out of 200 students in the Accounting Applications Division of the 2012 New Jersey (_____) State Finals.
- Received an award for Accounting Knowledge Excellence, 2012 NJ (_____) State Career Development Conference.

WORK EXPERIENCE

World's Second Largest Tech Company

June – August 2015

Corporate Technology Writer Intern

- Researched recent (_____) deal wins within the (_____) department, determining the business outcome for the client through hardware/software implementations.
- Published case studies and internal references, recounting how HP technology consultants were able to deliver the best solution for their client.

Writing Center at Large Public University ... In New Jersey

September 2014 – Present

Writing Tutor / Intern

- Tutor students (graduate and undergraduate) on advanced research and writing techniques using the Minimalist pedagogy.
- Presented tutoring methodologies to fellow interns at Writing Theory Symposiums.

LEADERSHIP

My School's Alumni Association

April 2015 – Present

Vice President of Finance & Statistics

- Manage the overall budget for (_____) while handling funding requests for events and preparing the end-of-year report.
- Plan networking events with (_____) alumni and markets the group to both current students and alumni.

University Senate / My Business School's Governing Council

September 2013 – May 2014

Senator

- Represented the student body of (_____), serving as a liaison between the University Senate and the business school's governing council.
- Member of the Instruction, Curricula and Advising Committee, contributing to the negotiation of various proposals affecting the staff, faculty, and students of (_____).