**FIRST NAME LAST NAME**

Telephone Number • Email Address (use WOU address)

Profile

Optional: Summary paragraph highlighting your accomplishments, key experience, tailored to targeted job/role. Key Accomplishments or skills can be included with bullets.

Education

**Western Oregon University**, Monmouth, OR

*Bachelor of Science in Business, Minor in Economics June 2022*

* GPA: 3.78
* Honors/Awards: Dean’s List Fall, Winter & Spring 2022, Business Student of the Year 2022
* Leadership: President of the Business and Economics Club, 2021-2022

Experience

**Organization Name (bold either company name or title, not both)**

City, State/Country

One line organization description, but don’t include for recognized/reputable organizations

Job Title Start Month & Year Worked – End Month & Year Worked

(Responsible for……)

* Brief description of accomplishments, with concrete actions, accomplishments and quantifiable results (typically 3-5 bullet points) i.e., budget, number of people managed, revenue, change in revenue, increase in customer satisfaction, etc.
*
*

Job Title Month & Year Worked – Month & Year Worked

(Responsible for……)

* Brief description of accomplishments, with concrete actions, accomplishments and quantifiable results (typically 3-5 bullet points) i.e., budget, number of people managed, revenue, change in revenue, increase in customer satisfaction, etc.
* Do not duplicate bullet points if used in a more recent/current role (above)

**Organization Name**

City, State/Country

One line organization description, but don’t include for recognized/reputable organizations

Job Title Month & Year Worked – Month & Year Worked

(Responsible for……)

*

Additional Experience (anything older than 10 years)

**Organization Name. Title**

* Brief description of role, key/notable accomplishments, etc.

Additional

* Language competencies
* Community service

(save your resume as a .pdf file before submitting)