**YOUR NAME**

youremail@xavier.edu | ###.###.### | www.linkedin.com/in/yourURLhere

**PROFESSIONAL SUMMARY**

This optional should be the only part of your resume in paragraph format, and will be easiest to write if you have experience that is relevant to what you are applying for. It should be brief (3 lines) and hook your reader’s attention by telling them your most relevant experience. What do you have to offer the organization, not what the organization can do for you.

**EDUCATION**

**Xavier University, Williams College of Business, Cincinnati, Ohio** May 20XX

Bachelor of Science in Business Administration, Marketing GPA: 3.XX/4.00

**ACADEMIC PROJECT EXPERIENCE** (for in-class client projects)

**Market Research, Company Name** August 20XX-December 20XX

* Using strong action verbs, tell us what you did during this project with a focus on what is most relevant to the job you’re applying for
* Tell us what you did, why you did it, how you did it, and the outcome (e.g. were you a finalist, did the company implement your strategies, etc.)

**Social Media Marketing Strategy, Company Name** January 20XX-May 20XX

* Using strong action verbs, tell us what you did during this project with a focus on what is most relevant to the job you’re applying for
* Tell us what you did, why you did it, how you did it, and the outcome (e.g. were you a finalist, did the company implement your strategies, etc.)

**MARKETING EXPERIENCE**

**Social Media Intern** May 20XX-August 20XX

Really Cool Company, Cincinnati, OH

* Using strong action verbs to start your bullet points, tell us what you did during your internship
* Focus on what is most relevant to the experiences you are applying for
* Consider sharing any technology that you used during this experience
* Remember to use numbers when possible to quantify your experience (e.g. how many social media platforms you managed, how many posts you created, how much your following/engagement rate increased)

**ADDITIONAL WORK EXPERIENCE**

**On-Campus Job, Office of On-Campus Job** August 20XX-present

Xavier University, Cincinnati, OH

* Focus on transferable skills in this section

**Team Member** February 20XX-present

Graeter’s, Cincinnati, OH

* Focus on transferable skills in this section

**CAMPUS & COMMUNITY LEADERSHIP EXPERIENCE**

**Secretary, Xavier Women in Business** August 20XX-present

**Member, Organization**  August 20XX-present

**Volunteer, Organization** January 20XX-present

**SKILLS**

List technical skills here (e.g. bilingual, Python, Adobe Photoshop). Do NOT include transferable skills (e.g. leadership, time management, good communication).