**First/Last Name**  xxx-xxx-xxxx | firstlast@merrimack.edu | Address

**Title · Adjective · Adjective/Verb**

Use this space to create a **Profile Statement** that really describes who you are, what you want to do, and what your long term goals are!

**Education**

**Bachelor of Science in Business Administration,** *Girard School of Business*

Concentration: XXXXXX|May 20XX | Merrimack College – North Andover, MA

*Honors & Awards*: Add relevant information such as the Dean’s List, Scholarships, Recent Awards, etc.

*Activities*: Clubs, Student Organizations, Sports – any involvement!

*Certifications*: You can add things like Bloomberg Certified if applicable or remove if you do not have any certifications

*Relevant Courses*: List a few relevant courses that pertain to the type of position you’re applying to

*Course Projects*: Any projects that relate to the position you’re applying to

**Professional Experience**

**Position Title** | Organization Name, *Department* – City, XX Month 201X – Present

Example | Example | Example |Example | Example | Example | Example |Example

* Active verb – be specific and describe not just what you did, but what the result was. Quantify if possible.
* Utilize verbs in the **present tense** if you are still working here, **past tense** if you have completed working.
* Add here
* Add here

**Position Title** | Organization Name, *Department* – City, XX Month 201X – Present

Example | Example | Example |Example | Example | Example | Example |Example

* Active verb – be specific and describe not just what you did, but what the result was. Quantify if possible.
* Utilize verbs in the **present tense** if you are still working here, **past tense** if you have completed working.
* Add here
* Add here

**Volunteer Experience**

**Position Title** | Organization Name – City, XX Month 201X – Present

* If your volunteer experience significantly relates to the position you are applying to, feel free to describe some of it in 1-2 bullet points.

**Position Title** | Organization Name – City, XX Month 201X – Present

**Position Title** | Organization Name – City, XX Month 201X – Present

**Skills & Interests**

Computer Skills: Proficient in XXXXXX; Familiar with XXXXXX.

Interests: Your interests can be anything, they don’t have to necessarily be business related.