**First Last**

Street address, City, XX zip code

xxx-xxx-xxxx |firstlast@merrimack.edu

**Profile**

If you choose to use a profile section (optional), here are some resources to help in the profile development:

* [Profile Builder](https://resumegenius.com/resume/professional-profile-resume-help) What is the difference between a Profile/Objective/Qualifications section?
* Learn more about writing a [Profile/Personal Statement](https://owl.english.purdue.edu/owl/resource/642/1/) from Purdue OWL
* [Schedule an appointment](https://merrimack.mywconline.com/) with the Merrimack Writing Center for help writing this section (click here for [Click here](https://mymack.merrimack.edu/ICS/Student/Writing_Center.jnz) for hours, services, and directions for how to schedule an appointment)

**Education**

**Merrimack College, Girard School of Business**  North Andover, MA

*Bachelor of Science in Business Administration* May 20XX

*Concentration:*

*Honors & Awards:* Add relevant information here such asDean’s List (list any semesters on Dean’s List), Scholarships

*Activities:* Clubs, Student Organizations, Sports

*Certifications*: Remove this bullet point if you do not have any certifications

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

**Experience**

**Organization Name** City, XX

*Job title* Month 201X – Present or 20XX

* Active verb – be specific and describe not just what you did, but what was the result. Quantify if possible.
* If currently working in this position, remember to put bullet points in present tense. If no longer working here, use past tense.
* Abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd

**Organization Name** City, XX

*Job title* Summers 20XX- 20XX

* Active verb – be specific and describe not just what you did, but what was the result. Quantify if possible.
* Abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd
* Abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd
* Abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd

**Leadership & Volunteer Experience**

**Organization Name**  City, XX

*Title* Month 201X – Present or 20XX

* Active verb – be specific and describe not just what you did, but what was the result. Quantify if possible.
* Abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd
* Abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd

**Skills & Interests**

* Computer Skills: Proficient in \_\_\_\_\_\_\_\_\_\_\_\_\_; Familiar with \_\_\_\_\_\_\_\_\_\_\_\_
* Languages:Fluent in \_\_\_\_\_; Conversational in \_\_\_\_\_
* Interests: