

BUSINESS—RÉSUMÉ SAMPLE

Student Name

◆ City ◆ (555) 555-5555 ◆ email@email.com ◆ linkedin.com/in/studentname

PROFILE

- Enthusiastic and resourceful third-year Bachelor of Commerce student with keen interest in marketing and social media
- Administrative, advertising and website design experience gained through long-term community engagement
- Strong customer service orientation and problem solving skills developed through recent experience in the service industry
- Proven teamwork and strategic thinking skills obtained through academic project work and case studies
- Comfortable with MS Office products having utilized Excel and other products in coursework

EDUCATION

Bachelor of Commerce

Sept. 20XX–Present

Gustavson School of Business, University of Victoria (Victoria, BC)

- Specialization in International Business with a 7.55/9.0 GPA
- International Exchange to Madrid, Spain in 20XX

WORK EXPERIENCE

Customer Service Representative (co-op)

May 20XX–Aug. 0XX

Law Office (Victoria, BC)

- Saved lawyers time by providing administrative and clerical support including booking appointments and arranging travel
- Addressed client preliminary inquiries by answering questions received in emails, phone calls and in person
- Improved information access by identifying and updating/deleting outdated information in the firm's database of over 1000 client listings

COMMUNITY ENGAGEMENT

Volunteer

May 20XX–Jan. 20XX

Health Organization (Victoria, BC)

- Increased organization's visibility by designing advertising brochures using Photoshop and other MS tools
- Assisted with website redesign by creating mockups and testing new features prior to public launch
- Supported fundraising efforts by processing online sponsors, cash donations and managing receipt mail outs

- Progressed with team through three rounds of a competitive case competition at the University of Victoria



PROFESSIONAL DEVELOPMENT

Student Leadership Certificate

Sept. 20XX–Dec. 20XX

Leadership Programs (City, Province)

- Participated in leadership seminars which encouraged collaboration and networking with students from other faculties
- Took the initiative to attend an additional full-day business leadership forum with student focus groups

AWARDS

Case Competition Finalist

Spring 20XX