**First (or preferred) Last Name**

(111) 111-1111 | abc1234@psu.edu

**EDUCATION**

**The Pennsylvania State University**City, ST

*Smeal College of Business* (or *Division of Undergraduate Studies*) Month 20XX

Bachelor of Science in (Freshmen/Sophomore: Intended Bachelor of Science in) GPA: X.XX

Insert Minor or Secondary Major here (delete this line if you don’t have one) Dean’s List X/X semesters

**High School** (This should be removed after first semester of Freshmen Year)City or Country (if abroad), ST

(Can put AP classes here or any scholarships/special awards received) Month 20XX GPA: X.X/X.X

**Study Abroad Institution** (if completed) City, Country

Course focus

**HEADING LABEL** (Examples of labels: Work, Leadership, Campus Involvement, Activities, Volunteer, etc.)

**Organization/Employer** City or Country (if abroad), ST

*Position title* Month Year – Month Year

* Accomplishments and results (quantify if possible). For each bullet point, try to include: **What** task you completed, the **Purpose** of the task, **How** you completed the task, and show any **Results**
* Start each bullet with a strong action word (facilitate, lead, organize, train, etc.) – visit careerconnections.psu.edu for more examples
* Aim for 2-5 bullets for each experience

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**ADDITIONAL EXPERIENCE/HONORS/SKILLS/INTERESTS**

(Optional – but can showcase additional experiences, computer skills, language skills, and any Honors/interests you would like to share with employers)