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| **fIRST lAST**  123 street • city, st zip  (123) 456-7890 • Professional@provider.com | | |
| **EDUCATION** | | |
| 8/13 – 5/17 | **Texas A&M University**  *Bachelor of Science/Arts in Subject*  *Minor in Subject* | College Station, TX  GPA: X.XX |
| 7/15 | **Name of College/University**  *Additional relevant educational background. May include study abroad experience and previous universities attended.* | Budapest, Hungary |
| **Career History & Experience** | | |
| M/YY – Present | **Company Name** | City, State |
|  | *Position or Leadership Role*   * First bullet should be the most important/have the most relevance to the position you are applying * Include challenge, how you met it (with quantifiable results if possible) * i.e. Managed events with budgets of approximately $1500 and oversaw various technology and 2-3 people at every event | |
| 5/15 – Present | **Second Company Name** | City, State |
|  | *Position or Leadership Role*   * Action Verb statement of most relevant or important duties, quantify when possible * Second item in list of accomplishments | |
| 5/15 – Present | **Second Company Name** | City, State |
|  | *Position or Leadership Role*   * Action Verb statement of most relevant or important duties, quantify when possible * Second item in list of accomplishments | |
| **Leadership & Involvement** | | |
| 5/15 – Present | **Organization** | City, State |
|  | *Position*   * Relative experience with bulleted action statements. Examples of action statements listed below. * Created and conducted regular evaluations for the leadership team to improve MSC committee structure * Navigated the process of laying the foundation in a new position which involved documentation and weekly meetings with a team of four students and multiple advisors | |
| 9/14 – Present | **MSC Bethancourt** | City, State |
|  | *Director of External Relations, Inaugural Associate*   * Planned and executed Vision Trips to expose Bethancourt associates to professionals outside of Texas A&M for an organization with a $100,000 operating budget for campus wide programs and travel opportunities * Coordinated professional development events and high impact campus programs as part of a six person officer team * Contacted and communicated with professionals and professors in order to plan lectures and panels as to educate associates on a variety of industries | |
| 4/14 – Present | **Maggies: Women in Leadership** | City, State |
|  | *Financial Development, Programs Committee Member*   * Selected as one of 30 new members out of ~500 applicants to take part in an organization focused on women’s leadership and development * Increased the amount of organizational funds raised yearly by almost $1,000 * Created a personal development plan to implement in general leadership meetings as part of the Programs committee | |
| **HONors & Membership** | | |
|  | MSC Aggie Leaders of Tomorrow, TEDx TAMU, Aggie Shields, Conference on Student Government Affairs, Fish Camp Counselor, AP Distinguished | |