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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, TXGPA: 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
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| 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
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| 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
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| 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
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| **HONors & Membership** |
|  | MSC Aggie Leaders of Tomorrow, TEDx TAMU, Aggie Shields, Conference on Student Government Affairs, Fish Camp Counselor, AP Distinguished  |