[Your Name]

[Street Address] | [City, ST ZIP Code] | [Phone Number] | [Email]

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| --- | --- |
| Objective |  |
| [An entry-level marketing or management position with a medium-sized business.] |  |
| Education |  |
| [Type of Degree][Name of College/University] | [Expected Date] |
| * Major: [Management]
* Minor: [Marketing]
* Related course work: [Personnel management, business management, business ethics, business law, macroeconomics, statistics, marketing, and sales.]
 |  |
| Skills & Abilities |  |
| [Management] |  |
| * [Developed and implemented new fundraising program for social fraternity, which brought in more than $1,500 for local charity.]
* [Worked with local and national alumni chapters to coordinate chapter house expansion, including negotiating a construction contract and schedule.]
* [Organized and communicated to chapter alumni a house expansion fundraising program, which to date has brought in enough to cover 50% of expansion costs.]
* [Managed chapter house finances for two years, including collecting dues and paying bills.]
 |  |
| [Sales] |  |
| * [Led campus newspaper advertising staff three consecutive years for most advertising dollars generated.]
* [Organized and implemented advertising promotion which increased number of advertisers by 45%.]
 |  |
| [Communication] |  |
| * [Presented monthly financial reports to chapter members and quarterly reports to national headquarters.]
 |  |
| [Leadership] |  |
| * [Served as fraternity president, business manager, and social chairman.]
* Named to [Organization name.]
 |  |
| Experience |  |
| [Advertising Manager][State College Student News] | [Start Date] to [End Date] |
| * [Responsible for page and classified advertising sales and promotions.]
* [Created successful advertising promotions which increased ad revenue by 65%.]
 |  |
| [Server][Oakhill Pub] | [Start Date] to [End Date] |
| * [Provided excellent table service and fostered guest satisfaction in fast-paced restaurant and bar.]
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