**Business Foundations Resume Template**

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Name**

Address | Phone | E-mail

**OBJECTIVE:** Clear and concise statement, focused on the position you’re seeking. (Use the objective only for career fairs, expos, etc. Most of the time, they are unnecessary.)

**EDUCATION**

**Bachelor of Science in Business Administration** (Expected month year)

**Major: Entrepreneurship**

Minor/Concentration: (list here, if applicable)

Shippensburg University, Shippensburg, PA

Accredited by AACSB International (Or Internationally Accredited by AACSB)

QPA: (3.0+ or above)

**Honors:** (List any honors or awards received during college, including dates)

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**Relevant Coursework:** (List advanced coursework pertinent to the job)

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**PROFESSIONAL INTERNSHIP(s)/ RELEVANT EXPERIENCE:** (use professional, relevant, eye-catching headings)

**Title**,Name of organization, dates involved

City, State where employer is located

* List relevant duties performed during internship
* Use past or present (if still employed) tense action verbs to describe duties

**Relevant Projects/Research Projects:**

**Title of Project/Research**, dates conducted

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past or present (if still conducting research) tense action verbs to begin each bulleted statement

**CAMPUS LEADERSHIP:** (Highlight any leadership roles or positions held)

**Leadership Role**, Organization, dates involved

* List duties/responsibilities of interest to employer; think relevance
* Begin bullets with past or present (if still filling this role) tense action verbs

**OR** (consider this format if you have held multiple roles within the same organization)

**Organization**, dates involved

**Leadership role** (dates); **Leadership role** (dates); **Leadership role** (dates)

**COMMUNITY SERVICE:** (Could be similar in appearance to Campus Leadership, depending on level of importance/relevance)**:**

List any volunteer work and/or community involvement performed (civic, community related, church, etc.)

**REFERENCES:** Do not include on your resume – separate page! “References available upon request” is NOT needed.

\*\*\*This is just **ONE** example of a resume. Please visit the CMPDC for assistance on tailoring your resume to a specific audience.\*\*\*

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**Other Possible Headings to Incorporate In Resume:** Languages; Military History; Campus Leadership/Involvement; Professional Development; Professional Memberships; Certifications/Clearances; Community Service

**Business Foundations Resume Example**

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**Jon Smith**

Address | Phone | E-mail

**EDUCATION**

**Bachelor of Science in Business Administration** May 2020

**Major: Entrepreneurship**

Minor: Public Administration

Shippensburg University, Shippensburg, PA

Accredited by AACSB International (Or Internationally Accredited by AACSB)

QPA: 3.48

**Relevant Coursework:**

Strategic Management Operations Management

American Legal Environment Managerial Economics

**PROFESSIONAL EXPERIENCE:**

**Student Intern**,Client Engagement Academy, May 2019 – August 2019

New York City, NY

* Monitored and analyzed industry trends and market changes.
* Gathered and interpreted external data and written reports for leadership.
* Kept updated on news and trends in industry.

**Sales Associate**, United Parcel Services, May 2016 – Present

Shippensburg, PA

* Managed front desk and engaged with clients in a professional manner
* Solved complex packing problems while keeping prices at a minimum
* Sanitized entirety of building hourly in response to COVID-19 Pandemic

**Research Projects:**

**Leadership in Business; Characteristics of Efficient Leaders**, Spring 2019

* Studied 5 local Pennsylvania businesses and compared managerial effectiveness based on several leadership traits.
* Presented at Shippensburg University Minds@Work Conference in April 2019

**CAMPUS LEADERSHIP:**

**President**, ENACTUS, Fall 2017 – Present

* Organized several leadership retreats for members
* Engaged with local community partners to initiate clothing drives
* Professionally represented organization and university at international conferences and presented research.

**Director of Marketing and Outreach**, Residence Hall Association, Spring 2017 – Fall 2017

* Developed marketing 2017-2018 calendar for RHA to be instilled in all residence halls.
* Initiated recruitment drive for club membership and successful increased membership by 70%
* Voted on behalf of students living on-campus to ensure voice was heard.