**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: Management**

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**

Shippensburg University of Pennsylvania

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**Susan Collins**

Address | Phone | E-mail

**EDUCATION**

**Bachelor of Science in Business Administration** Expected May 2021

**Major: Management**

Shippensburg University, Shippensburg, PA

Accredited by AACSB International

QPA: 3.5

**PROFESSIONAL INTERNSHIP**

**Aramark Dinning Services**, January 2020 – May 2020

Pittsburgh, PA

* Trained new employees on communication and leadership skills needed in life
* Represented business to new clients alongside supervisor
* Transcribed accommodations needed by clients during meetings for executive leadership

**Shippensburg University, Student Conduct**, August 2019 – January 2020

Shippensburg, PA

* Supported technical needs of office and Dean of Students
* Observed and guided conversation during board hearings
* Analyzed trend data of infractions for summary to University President

**Relevant Projects**

**Efficient Management in Entertainment; Leadership Styles in Disney and other Media Institutions**, February 2019

* Alongside undergraduate students and faculty designed research model to measure the effectiveness of managers in 4 large entertainment organizations based on several archetypes of leadership styles.
* Highlighted evidence that suggests Disney can be efficient given manager style of positive reinforcement
* Presented research at Minds at Work at Shippensburg University in April 2019