**NAME**

Address (optional) | Phone | Email | LinkedIn URL

**EDUCATION:**

**University of Colorado at Boulder, Leeds School of Business** Expected May 20XX

*B.S. in Business Administration with an Emphasis in …. Boulder, CO*

*List any Minors*

* **GPA 3.XX** | Dean’s list 201X-Present
* Certificate in X or Awards/Scholarship Info
* Relevant Coursework: list 2-3 tailored courses based on where you are applying

*Leeds Scholars Program*

* Selected for a rigorous honors and professional development business program
* Program involves technical and qualitative workshops with industry leaders and professional partners, mentoring, community outreach, and global experiential opportunities

**WORK EXPERIENCE:**

**Firm Name** May 2014 to Present

*Position Title Boulder, CO*

* Pointed description of your work (quantify when possible, demonstrate results)
* Utilized X to do Y resulting in Z
* Additional comments as needed

**Firm Name** June 2013 to Present

*Position Title*  *Boulder, CO*

* Pointed description of your work (quantify when possible, demonstrate results)
* Utilized X to do Y resulting in Z
* Additional comments as needed

**LEADERSHIP AND ACTIVITES:**

**Organization** August2013 to Present

*Position Title* *Location*

* Description, leadership positions held, etc.

**Organization** January 2012 to May 2014

*Position Title* *Location*

* Description, leadership positions held, etc.

**SKILLS AND INTERESTS:**

**Technical:** Experienced user of X, Y, Z, MS Excel, Python, SalesForce (for example)

**Language:** Fluent in X & Y, proficient in Z

**Interests: ADD SOMETHING UNIQUE THAT IS A GOOD TALKING POINT!!!** Be specific, be unique – this is your spot to add an interesting talking point…3-4 items is appropriate. Try to stay away from generic things like “travel, reading”…dig in deeper – think of items where the interviewer will have to ask you, and you can start a dialogue on something and speak with passion and enthusiasm