

# NAME

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City, State Zip • (###) ###-#### • name@vols.utk.edu • www.linkedin.com/in/name

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## EDUCATION

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**The University of Tennessee, Knoxville**, Haslam College of Business

Knoxville, Tennessee

*Bachelor of Science in Business Administration*

Graduation: Month Year

Major: *Insert here* Concentration or Collateral (if appropriate): *Insert here*

Cumulative GPA: #.##/4.00 (optional) Major GPA: #.##/4.00 (optional)

Dean's List, # semesters (optional)

## PROFESSIONAL EXPERIENCE

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**Organization Name**

City, State

*Position Title*

Month Year – Present

- Start bullets with strong action verbs and avoid using responsible for, helped, or assisted
- Focus on information relevant to the reader
- Write bullets that showcase relevant skills, experiences and results using the STAR method (Situation/Task, Action/Skills, and Results/Purpose)
- Use numbers to quantify experiences when able

**Organization Name**

City, State

*Position Title*

Month Year – Month Year

- It is okay to have a different number of bullets per experience
- Vary your language and do not reuse the same action verb in an experience
- Do not re-use the same wording in a bullet even if doing similar work

## LEADERSHIP EXPERIENCE

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**Organization Name**

City, State

*Position Title*

Month Year – Month Year

- Use the same bullet format throughout the entire resume
- A bullet can go onto a second line as long as information adds value to the reader but avoid bullets that are only 1-2 words onto the second line

## INTERNATIONAL EXPERIENCE

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**Institution Name**

City, Country

*Program Title*

Month Year – Month Year

- Highlight relevant courses, skills, language immersion or other experience to showcase your learning
- Consistency in formatting is important

## ACADEMIC PROJECT EXPERIENCE

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**Course Name**, Institution Name

City, State

*Title*

Month Year – Month Year

- Showcase relevant skills, experiences and results of the project
- Projects should be relevant to the reader whether based on subject matter, skills gained or results

## SKILLS

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Computer: Include proficiency level

Language: Include proficiency level