

SUPER STUDENT

LIST JOB TITLES OR AREAS OF EXPERTISE

youremail@mail.com



555.555.5555



Williamsburg, VT



Linkedin.com/in/
yourusername



EDUCATION

NORTHWOOD UNIVERSITY
BACHELOR OF BUSINESS
ADMINISTRATION

Major: **Management**

Minor: ?

Anticipated graduation **5/2023**

Recent Coursework

Sales & Revenue Generation

Business Law I

Sport Economics

Sport Law

Ethics

Campus Leadership Activities

Go M.A.D. Day (2020)

NU International Auto Show (2019)

SKILLS

Project Coordination

Analytical Mindset

Attention to Detail

Communication: oral, written, visual

Team Building & Leadership

Adaptability | Flexibility

Business Productivity Tools:
Microsoft Excel, Word, PowerPoint,
Outlook, Teams

LIST ALL Technical TOOLS

Innovation | Idea Generation

PROFESSIONAL PROFILE

Use this area to quickly sell yourself and prove that your awesome skills and achievements can truly help the company you're applying to. If you have specific numbers or percentages to quantify any achievements, use them. Stay away from creating an objective statement – these are now outdated and sadly no one cares what YOU want in a job – instead, the hiring manager wants to get a glimpse of how you can provide value for the company.

EXPERIENCE

POSITION TITLE HERE

Company, City, State

5/2011 – Present

Use this main paragraph to give a summary of the position, what you accomplished, how you ended up there, or a short description about the company if it's not widely known. Or, delete this paragraph and jump right into the bullets.

- **Bullet Formula: Action verb + task/s + skill/s used + results or why this mattered.**
- Describe your achievements while in this position, and use action words like “managed” and “spearheaded” instead of the passive “responsible for.”
- Do not just list your job duties or copy your job description!
- What did you do in this position that could benefit the company you're applying to in terms of making money, saving money, or saving time?
- List any accomplishments that are most impressive and relevant first. If you have specific numbers to quantify your accomplishments, use them!
- For example: Exceeded annual sales forecast by \$80,000 in the first year as manager.

POSITION TITLE HERE

Company, City, State

5/2009 – 10/2011

This is VERY important – you need to save your resume in Word or Pages format when it's complete, and then you need to save it again as a “borderless” PDF file. This is what you will upload to job postings, NOT a Word file!

- Word files will not look like they should on the receiving end, which is why PDF is now the preferred file format for nearly all job boards and companies.
- Check the Instructions file for directions on saving your resume as a “borderless” PDF file.
- Concentrate on really selling yourself and proving to your future employer how valuable you are as an employee.
- Re-read the job listing that you are applying for to help you pick out key skills/duties that describe what you've done in the past.

FIRST LAST NAME

City, State, Zip | Phone | Email | LinkedIn

MARKETING · BUSINESS ADMINISTRATION · SEO/SEM · RESEARCH

Student-athlete earning a BBA with a Management major seeks an internship (or employment opportunity or name the actual position) to utilize a business education with a passion to perform research and develop strategies that increase brand awareness and consumer demand for products and/or services. Possesses a natural creative flare with a teachable attitude.

Education

Northwood University- Midland, MI | Bachelor of Business Administration | May 2024

Major: **Sports Management** | Minor: **Business Analytics**

Major Coursework

Insert here | Insert here | Insert here | Insert here | Insert here

Leadership & Sports Activities

Northwood University International Auto Show | Team Lincoln, member (2021)

Sports Management Association | Vice President (2022- Present); Marketing Chair (2021- 2022)

Skills

List hard skills developed through formal education (aka: degree major) as well as all technology, languages, and software proficiency. For example, Microsoft Excel, French, SEO, Cloud Architecture, SWOT analysis, cash-flow statements, GAAP, etc.

WORK & INTERNSHIP EXPERIENCE

Michigan Sport Radio - Rockford, MI

July 2022- Present

Sports Media Intern

- Conducted preseason interviews with coaches from 11 football high school teams in the CSA Conference
- Organized content from interviews to write 22+ articles for michigansportsradio.com per week

Northwood University Athletic Department- Midland, MI

December 2021-

Present

Media Relations Student Assistant & Play-by-Play Announcer

- Responsible for promoting and broadcasting varsity M/W Basketball, Softball, and Baseball
- Conduct pre-game interviews with coaches and players for in-game color content

Off-Season Sports Academy & Fitness- Howard City, MI

July 2017-

June 2021

Lead Instructor, Event Coordinator & Customer Service Representative

- Resolved customer concerns efficiently in order to promote customer loyalty.
- Coordinated children's birthday parties to ensure the highest level of customer satisfaction.

FULL NAME

City, State, Zip | Phone # | Email | Customized LinkedIn URL

(Include key words or occupation titles that immediately tell the reader your areas of interest/expertise.)

BUSINESS ADMINISTRATION | GENERAL [ACC? MFG? FIN? OPS? MGMT?] OPERATIONS

Performance Profile

Write 1-3 lines of unbroken text that briefly summarizes your credentials, developed business skills and natural capabilities as related/expected by the targeted job. This opening must get them at "Hello" and give a sneak peek as to why you are a candidate for the position. Lead off with attention grabbers such as: "Student-athlete...", "Self-motivated ...", "Bilingual student...", "Highly adaptable..."

Student-athlete earning a BBA with a Management major and Business Analytics minor seeks an internship summer 2022. Prepared to use organization, time-management, and adaptability to complete projects. Proven successful at working in teams of diverse individuals focused on one goal: to win. Ready to contribute new ideas and growth strategies.

Education & Campus Leadership Activities

Northwood University – Midland, MI

Bachelor of Business Administration | Major: ? | Minor: ? | Graduation anticipated month year

(If Accounting major, indicate whether you intend to earn 150 credit hours to sit for the CPA.)

Campus Leadership: List all memberships AND activities involved in.

Northwood University International Auto Show (NUIAS), Team Cadillac 2018 | Team Chevy 2017

Kappa Sigma member fall 2016 and elected VP Finance, fall 2018

Any other colleges/trade schools to list? Degree(s) earned, if applicable | Date | Transferred to Northwood University

Skills, Abilities, and Technical Acumen

List hard skills developed through formal education (aka: degree major) as well as all technology, languages, and software proficiency. For example, Microsoft Excel, French, SEO, Cloud Architecture, SWOT analysis, cash-flow statements, GAAP, etc.

Here are two ways you can present your hard skills and professional abilities:

Sentence format:

- Data-driven decision maker able to perform SWOT analyses to evaluate global market trends and current position.
- Use the critical thinking process to identify and solve problems with focused improvements and measurable results.
- Correct use of English communication including oral, written, visual as in MS PowerPoint presentations, and public speaking. (Here is where you will mention another language spoken.)
- Business productivity tools: MS Excel, Word, Outlook, PowerPoint; Google Docs, MeetUp; Telecommunications: MS Teams BlueJeans, Google Docs; Adobe Photoshop

Named individually:

SWOT Analysis | Financial Statements: Name them | Market Strategy | Event Management |

Internship and Professional Work Experience

COMPANY – CITY, STATE

Position Held

From – To

- **Action verb + task/s + skill/s + results or why the task matters. Add numbers as much as possible.**
- Manage(d) 8+ tables per night in a fast-paced full-service restaurant, multitasking and solving problems while maintaining a positive attitude that ensures quick table turns, increasing tips and sales.
- Handle(d) 100+ calls per day signing up new customers, retrieving customer information, presenting product/service information, resolving complaints, and cancelling services.

Community Service and Volunteering

For example, Go M.A.D. Day (Go Make a Difference Day) | Habitat for Humanity – Saginaw, MI

FIRST LAST NAME

PHONE
City, State, Zip
Email
LinkedIn URL

BUSINESS ADMINISTRATION | SUPPLY CHAIN INTERN | BUSINESS ANALYST INTERN

(List areas of expertise you have or specific job titles you seek)

PROFESSIONAL PROFILE

(Write 1-3 lines of unbroken text that briefly summarizes your credentials, key skills and capabilities *as they relate to the targeted job*. Lead off with attention grabbers like, "Student-athlete...", "Bilingual student...", "Highly adaptable..." and then what you can do in terms of the key job duties.) For example... Highly-analytical Junior earning a BBA with an Operations and Supply Chain Management major seeks an internship (or a specific job title) to analyze data to identify and remove inefficiencies in an operation. Proven successful at learning new technologies quickly. Strong communicator with a collaborative leadership style. Teachable. Open to relocation.

EDUCATION

Northwood University, Midland, MI
Bachelor of Business Administration | Major: ?
Anticipated graduation May 2024 | GPA: 0.0/4.0

Campus Leadership Activities

(List student orgs/groups/teams you are on) | For example:

NU Supply Chain Organization – Member
Northwood University International Auto Show (NUIAS), Team Cadillac

SKILLS & ABILITIES

List hard skills developed through formal education (aka: degree major) as well as all technology, languages, and software proficiency. For example, Microsoft Excel, French, SEO, Cloud Architecture, SWOT analysis, cash-flow statements, GAAP, etc.

INTERNSHIPS & WORK EXPERIENCE

Position Held

From – To

Company – City, State

- **Action verb + task/s + skill/s + results.** (Include numbers where possible and/or state why the task matters.)
- Manage(d) 8+ tables per night in a fast-paced full-service restaurant, multitasking and problem-solving to ensure quick table turns resulting in increased tips and sales revenue.
- Handled 100+ calls per day using persuasive and friendly communication while retrieving customer information, signing up new customers, presenting product/service information, resolving complaints, and cancelling services.

COMMUNITY SERVICE

Go M.A.D. Day (Make a Difference) | Habitat for Humanity

FIRST LAST NAME

City, State • Phone • Email • LinkedIn

Automotive Brand Management

Automotive – Training – Customer Service – Communications – Technology

Creative and dynamic automotive professional with successful dealership and manufacturer experience driving awareness and profitability for the automotive industry. Adept at exercising team building skills that produce win-win relationships within General Motors, Ford, Chrysler, Dodge, Jeep, and Kia. Strengths include:

- **Automotive** – Expertise in Product Management, Quality, Warranty Management, Dealer Parts Service Estimating, and Lean Management. Skillful in project conceptualization, strong project management and problem solving skills. Exceptional depth and breadth of automotive product knowledge.
- **Training** – Superior presentation skills. Proven success developing and delivering training programs, including virtual/webinar. Expertise includes technical service hotline as service engineer.
- **Customer Service** – Demonstrated success in collaborating, partnership building, developing and maintaining customer and supplier relationships. Excels in working with diverse groups of people from various backgrounds.
- **Communications** – Adept at written and verbal communications, providing multi-media marketing communications and concise recommendations to drive awareness. Able to communicate using a wide-range of knowledge ensuring learning and understanding.
- **Technology** – Microsoft Office Suite, Microsoft Windows (XP, Windows 7 Professional), various diagnostic applications

EDUCATION & CERTIFICATIONS

Northwood University – Midland, MI
Bachelor of Business Administration | Anticipated Month/Year
Major: ? | GPA (if above 3.5) / 4.0

****list the names/years of your certifications**

SUMMARY OF EXPERIENCE

Raytheon Professional Services

July, 2011-Present

RPS is a global leader in helping world-class organizations drive performances across the enterprise by analyzing, designing, implementing, and managing customized and scalable training solutions.

General Motors Training Center – Troy, Michigan

- Train GM dealership personnel and Field Service Engineers using strong communication, presentation, and product expertise skills
- Coordinate the development, management and delivery of classroom and virtual training with strict adherence to GM service/warranty policies
- Manipulate various vehicle systems to simulate “real world” faults, creating a collaborative, learner-centered environment
- Incorporate product service updates into classroom training materials as outlined in GM service bulletins and publications
- Motivate and counsel individuals using strong client service skills focused on collaboration that builds

EXPERIENCE CONTINUED

Raytheon Professional Services, continued

ACDelco

- Administer, interpret and deliver virtual classroom training with strict adherence to GM/ACDelco service and warranty policies along with real time/up to date service procedures reflecting service bulletins and publications

TAC Automotive

May, 2005 – July, 2011

A leading staffing company that aligns the best people with appropriate positions for our clients.

Ford Motor Company- Technical Service Hotline

Diesel Diagnostics

- Provided in-depth diagnosis and repair directions for all Ford/International Diesel powered engines (6.9L/7.3L/6.0L/6.4L/4.5L/6.7L) via the Internet and phone using effective problem solving and communication skills
- Provided direct support to all Ford dealerships with the installation and use of IDS/Service Maxx software for diagnosis of Ford Super Duty and Medium Duty vehicles

Body/Chassis/Electrical Diagnostics

SME (Subject Matter Expert) for the Windstar, Freestar, and Monterey vehicle lines

- Interpreted and guided technical diagnosis and repair of all Ford/Lincoln/Mercury produced vehicle electrical systems in a timely manner and according to engineering procedures
- Diagnosed electrical control modules including programming using binary based logic

Rogers Chevrolet, Woodhaven, Michigan

Automotive Technician

September, 2003 – May, 2005

Saab of Troy, Troy, Michigan

Automotive Technician/Team Leader

January, 2000 – September, 2003

Oyster Point Dodge, Newport News, Virginia

Automotive Technician

May, 1999 – January, 2000

Suttle Motor Corporation, Newport News, Virginia

Automotive Technician

July, 1996 – May, 1999