

Jane Seahawk

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SUMMARY OF QUALIFICATIONS (3-5 BULLETS)

- Business Administration, _____major and _____ (if applies) minor seeking a challenging internship in _____
- Proficient with Microsoft Office-Word, Excel, PowerPoint (ANY OTHER SOFTWARE SKILLS?)
- (Refer to skills developed through work, internship or military experiences)
- (Any language skills?)

EDUCATION

University of North Carolina Wilmington

Graduation: May 20XX

Cameron School of Business

Bachelor of Science, Business Administration

Concentration(s): _____ Minor: _____ (if applies)

Overall GPA: _____ (IF YOU DO NOT HAVE ONE YET, LEAVE BLANK-NEVER LIST A GPA BELOW 3.0)

Successful performance as a full time student while working 20-25 hours per week (Is this applicable?)

**PREVIOUS INSTITUTION ONLY IF YOU RECEIVE A DEGREE OR REFER TO IT BELOW
DEGREE INFO**

Month 20XX

HONORS (DELETE IF NOT APPLICABLE)

- _____
- _____

INTERNSHIP EXPERIENCE (PUT COURSES HERE IF NO INTERNSHIP-SEE EXAMPLES AND TIPS HANDOUT)

ABC Company

August 20XX-Present

Marketing Intern

Wilmington, NC

- Increased sales by 15% through the recruitment in untouched markets
- Promote at least 15 events per month, leading to a 10% increase in attendance at events by extensively utilizing social media
- Manage and train the Marketing Sales and Event Team to include administering performance evaluations
- Collect and analyze social media results to provide managers with vital information to improve customer satisfaction

LEADERSHIP AND SERVICE (IF YOU HAVE NONE THEN DELETE)

Pi Sigma Epsilon – Professional Sales and Marketing Fraternity

August 20XX-Present

Treasurer

Manage budget of \$1,100, attending weekly meetings supporting general interest in marketing-related topics

Hospice Palliative Care of New Hanover, NC

September 20XX-September 20XX

Volunteer

Participated in 18 hours of training to become a volunteer visiting patients and providing support for family

WORK EXPERIENCE (LIST MOST RECENT FIRST)

Personal Maintenance Business

May 20XX-August 20XX

Manager, Sole Employee

Cary, North Carolina

- Designed a scheduling spreadsheet which resulted in increasing overall efficiency by 100%
- Consistently worked towards increased customer satisfaction by providing additional services
- Demonstrated consistency and reliability resulting in numerous customer referrals

ACTIVITIES

- Painter and Graphic Designer
- Volunteer, Local Animal Shelter
- Intramural Soccer Team Member

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