

YOUR NAME

[Street Address] | [City, ST ZIP Code] | [Phone Number] | [E-mail Address]

OBJECTIVE

[An entry-level marketing or management position with a medium-sized business.]

EDUCATION

[Bachelor of Science, Business Administration]

[Expected June 2007]

[*State College, Oakhill*]

- [Major: Management]
- [Minor: Marketing]
- [Related course work: Personnel management, business management, business ethics, business law, macroeconomics, statistics, marketing, and sales.]

SKILLS & ABILITIES

[Management]

- [Developed and implemented new fundraising program for social fraternity, which brought in more than \$1,500 for local charity.]
- [Worked with local and national alumni chapters to coordinate chapter house expansion, including negotiating a construction contract and schedule.]
- [Organized and communicated to chapter alumni a house expansion fundraising program, which to date has brought in enough to cover 50% of expansion costs.]
- [Managed chapter house finances for two years, including collecting dues and paying bills.]

[Sales]

- [Led campus newspaper advertising staff three consecutive years for most advertising dollars generated.]
- [Organized and implemented advertising promotion, which increased number of advertisers by 45%.]

[Communication]

- [Presented monthly financial reports to chapter members and quarterly reports to national headquarters.]

[Leadership]

- [Served as fraternity president, business manager, and social chairman.]
- Named to [Organization name.]

EXPERIENCE

[Advertising Manager]

[Start Date] to [End Date]

[*State College Student News*]

- [Responsible for page and classified advertising sales and promotions.]
- [Organized and implemented several successful advertising promotions, which cumulatively increased ad revenue by 65%.]

[Server]

[Start Date] to [End Date]

[*Oakhill Pub*]

- [Provided excellent table service and fostered guest satisfaction in fast-paced restaurant and bar.]