NAME (Business Resume Template)

100 Main Street, Rochester, NY 12345 | (111).333.4444 | name@naz.edu

# EDUCATION

**Nazareth College,** Rochester, NY5/14

*B.S. in Business Administration | Minor in Economics*

**Honors/Awards:** *Dean’s List, four semesters | Trustee Scholarship | Phi Theta Kappa Honor Society*

**Relevant Coursework:** Spreadsheet Applications | Organization and Management | Written Communications

# INTERNSHIP EXPERIENCE

**Name of Organization,** City, State Dates

* List Description here

**PROJECTS**

**Name of Market Research Project,** Name of Class, CollegeDates

Describe project experience

**LEADERSHIP EXPERIENCE**

**Name of Organization,** Nazareth College of Rochester Dates

*Title -* List Description here

**COLLEGE EMPLOYMENT**

**Name of Organization,** City, State Dates

**Name of Organization,** City, State Dates

**Name of Organization,** City, State Dates

# SKILLS

**Computer Software**: Adobe InDesign; Microsoft Excel, Word, Publisher; FileMaker Pro

**Languages:** *French* (advanced); *Spanish* (beginner)

**STUDY ABROAD (Optional)**

**Name of University,** City, Country Dates

Brief description of credits completed, travel, and experience.

# COMMUNITY SERVICE (Optional)

**Name of Organization,** City, State Dates

*Title -* List Description here