

Name

Phone Number | Email Address

EDUCATION

Ohio University, College of Business | Athens, Ohio

Month Year

Bachelor of Business Administration

Major(s): (List Majors)

(Major or Cumulative) GPA: Include GPA if is 3.0 or higher

Business Cluster

Month Year – Month Year

- Integrated management, marketing, management information systems, and finance principles to solve real-world, complex business problems in cross-cultural teams (this is a generic bullet point, please tailor to your specific experience)
- Employed cross-cultural communication, leadership, time management, problem-solving, teamwork, and analytical skills (this is a generic bullet point, please tailor to your specific experience)
- Completed three team projects: feasibility study, industry analysis and a live client consultation (this is a generic bullet point, please tailor to your specific experience)

EXPERIENCE

Name of Company | City, State

Month Year – Present

Title

- List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible
- Accomplishment, project, or experience
- Accomplishment, project, or experience

Name of Company | City, State

Month Year – Month Year

Title

- List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties
- Accomplishment, project, or experience

LEADERSHIP ACTIVITIES AND MEMBERSHIPS

Organization | City, State

Month Year – Present

Title

- List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible
- Accomplishment, project, or experience

Organization | City, State

Month Year – Present

Title

- List specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties and quantify results when possible

HONORS AND AWARDS

Award/Title/Scholarship | City, State

Month Year

TECHNICAL AND LANGUAGE SKILLS (if applicable)

Technical: Listed proficiency in software programming (Do not list Microsoft Office products)

Language: Listed proficiency in languages including level of mastery (conversational, fluent)

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David Kirk



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