

STEPHANIE SAMPLE

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RÉSUMÉ TITLE / HEADLINE

This section is called the “Professional/Profile Summary.” This section has replaced the “Objective” section within the last **10 years**. This section shows the company what you have for them.

- **Use this section** to inform the reader of your major accomplishments that align with the target position.
- **Four lines of type** is plenty if embracing the brief paragraph strategy. **Bolded** and *italicized* results/achievements are acceptable here.

CORE COMPETENCIES

- Strategic Planning
- Database Management
- Business Correspondence
- Account Management
- Workflow Planning
- Executive Relationships
- Efficiency Improvement
- Operations Support
- Staff Training & Development

EDUCATION

Bachelor of Science in Business Administration – Major in Marketing

Texas Lutheran University- Seguin, TX

Expected Graduation May 2029

GPA: 3.75

Achievements: Dean’s List Scholar, President’s List Scholar, President of Xi Tau sorority, and active member of Alpha Chi Honor Society.

RELEVANT EXPERIENCE

Company A | City, TX

August 2022 to Present

Job Title

Do not waste essential bullets on job descriptors. You may use 1-2 lines of type to do that here. Meet day-to-day needs for a mid-sized paper supply company which include key duty number one, key duty number two, and key duty number three.

- Reserve your bullets for major selling points appropriate to the job you are applying for. This is achieved by using your bullets to display **how you made the company money, saved them money, or improved processes.**
- Utilize the “Magic Formula” to generate great résumé bullet structure. **VERB + CONTEXT + RESULT.**
- Crafted the launch of brand-new training procedures for new hires **saving an average of 5 man-hours** per recruit.
- **Produced 10 new, active organizations** from 2022 to 2023 by promoting student leadership initiatives.

Company A | City, TX

August 2022 to Present

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PROFESSIONAL ORGANIZATIONS

American Marketing Association (AMA) • eMarketing Association (EMA)

COMMUNITY INVOLVEMENT

American Cancer Society • The Salvation Army • American Red Cross • United Way