

## BUSINESS—RÉSUMÉ SAMPLE

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- Strong customer service orientation and problem solving skills developed through recent experience in the service industry
- Proven teamwork and strategic thinking skills obtained through academic project work and case studies
- Comfortable with MS Office products having utilized Excel and other products in coursework

### EDUCATION

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#### **Bachelor of Commerce**

Sept. 20XX–Present

Gustavson School of Business, University of Victoria (Victoria, BC)

- Specialization in International Business with a 7.55/9.0 GPA
- International Exchange to Madrid, Spain in 20XX

### WORK EXPERIENCE

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#### **Customer Service Representative (co-op)**

May 20XX–Aug. 0XX

Law Office (Victoria, BC)

- Saved lawyers time by providing administrative and clerical support including booking appointments and arranging travel
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#### **Health Organization (Victoria, BC)**

May 20XX–Jan. 20XX

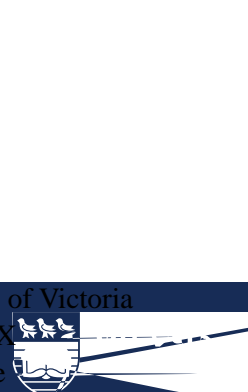
- Increased organization's visibility by designing advertising brochures using Photoshop and other MS tools
- Assisted with website redesign by creating mockups and testing new features prior to public launch
- Supported fundraising efforts by processing online sponsors, cash donations and managing receipt mail outs

- Progressed with team through three rounds of a competitive case competition at the University of Victoria

#### **Graduate Innovation Award**

Summer 20XX

- Awarded to BC's top 100 high school students for community service and academic excellence



## **PROFESSIONAL DEVELOPMENT**

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### **Student Leadership Certificate**

Sept. 20XX–Dec. 20XX

Leadership Programs (City, Province)

- Participated in leadership seminars which encouraged collaboration and networking with students from other faculties
- Took the initiative to attend an additional full-day business leadership forum with student focus groups

## **AWARDS**

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### **Case Competition Finalist**

Spring 20XX