

FIRST LAST

123 Main Street, Apt. 4  
Milwaukee, WI 12345

(414)555-1234  
first.last@marquette.edu

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OBJECTIVE

This is a highly optional section but can serve as an introduction to who you are as a professional and what your goals are- especially if there is not cover letter in the application

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI  
Bachelor of Science in Business Administration  
Major: Major (If you have a double major: Accounting and Finance)

Graduation Month Year  
GPA: X.X/4.0

Skills: list language or high level computer skills

TYPE OF EXPERIENCE (Be specific here, is this real estate experience? Marketing? Pr

- x List bullets about your experience
- Role 2
- COMPANY NAME, city, state
- x List bullets about your experience
- x List bullets about your experience

ACTIVITIES

Role, ORGANIZATION NAME  
x List bullets about your most important activities. This can be more or less robust depending on their relevance and your involvement

Role, ORGANIZATION NAME  
Role, ORGANIZATION NAME

Dates optional  
Dates optional  
Dates optional

HONORS (Option: activities and awards/honors may be listed together)

Carla Hernandez

123 Main St Apt. 4  
Milwaukee, WI 12345

(414) 5551234  
carla.hernandez@marquette.edu

OBJECTIVE

IT internship with interest in database creation. Offering academic and professional database experience and Spanish language fluency.

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI  
Bachelor of Science in Business Administration May 2011  
Majors: Information Technology and Marketing GPA: 3.3/4.0

INFORMATION TECHNOLOGY EXPERIENCE

Access Database Development Project Fall 2011  
INTRODUCTION TO INFORMATION TECHNOLOGY Marquette University

- x Collaborated as team to plan, design and develop a donor tracking system to streamline the donation process for a nonprofit social organization.
- x Met with organization to understand information needs and gather user requirements.
- x Tasks include complex queries, forms and reports generation
- x Presented completed database to client.

MARKETING EXPERIENCE

Marketing Intern January 2010 - Present  
YMCA OF MILWAUKEE, Milwaukee, WI

- x Develop new member marketing packet, add new member information to Access database.
- x Conceptualize and design English and Spanish language print and web advertising materials for People of Distinction awards
- x Maintain contact with and provide information to 250+ contributors, nominators, nominees and award recipients.
- x Write and edit monthly newsletters distributed to 2,000+ members.

Marketing Student Staff June 2010 - Present  
ENROLLMENT MANAGEMENT, Marquette University, Milwaukee, WI

- x Complete research project

CarlaSmith

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EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI  
Bachelor of Science in Business Administration  
Majors: Marketing & Entrepreneurship

May 2022  
GPA: 3.3/4.0