

**FIRST NAME LAST NAME**

City / State

Emailaddress@provider.com

Phone Number

www.linkedin.com/in/yourprofilenamehere/

**OBJECTIVE**

A \_\_\_\_\_ position utilizing my \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ skills

**EDUCATION**

**Bachelor of Science in Marketing, May 20XX**

Northern Illinois University, DeKalb, IL

GPA: 3.7/4.0

**Professional Selling Certificate, May 20XX**

**LANGUAGE SKILLS**

Fluent in Spanish

**TECHNICAL SKILLS**

Computer: Microsoft Office, Dreamweaver Web Design, Adobe Publisher

Certifications: Certified Internet Web Professional

**EXPERIENCE**

**Sales Associate Intern, Cintas, Rockford, IL, May 20XX – August 20XX**

- Accompanied senior sales associates on business calls with local clients to promote the Cintas brand
- Produced 47 sales orders, leading to a \$12,558 gross profit
- Presented a one hour workshop, Professional Selling, Setting Financial Goals, and Managing Your Time, to a sales team of 26 employees

**Customer Service Specialist, Best Buy, DeKalb, IL, August 20XX – March 20XX**

- Provide information on 23 brands of televisions to meet customers' needs
- Supervise the rotation and floor coverage of four employees on the media floor
- Match customers with the proper store employee to provide prompt and professional service

**SPECIAL PROJECTS**

**Junior Consultant, Experiential Learning Center, Northern Illinois University, DeKalb, IL, January 20XX - May 20XX**

- Created a marketing plan and creative strategy that presented the Non-Profit We Care Pregnancy Center message and information effectively to the target audience

**LEADERSHIP ACTIVITIES**

**Community Outreach Chair Delta Sigma Pi, Northern Illinois University, DeKalb, IL, August 20XX–December 20XX**

- Conducted social and recreational events with other student organizations
- Arranged volunteer activities for 12 members at a local homeless shelter and child care center

**AFFILIATIONS**

American Marketing Association, March 20XX – Present

Public Relations Student Society of America, September 20XX – Present