FIRST LAST NAME

Campus	P.O. Box 4567 · St. Bonaventure, NY 14778 · (716) 375-3333
Permanent	456 Briarcliff Road · Raleigh-Durham, NC 23456 · (812) 455-3222

OBJECTIVE
Rewarding sales position that will offer an opportunity for professional growth and advancement based upon a demonstrated strength in opening new accounts.

EDUCATION
St. Bonaventure University, St. Bonaventure, NY
Bachelor of Business Administration, May 20XX
Major: Management Science

RELEVANT EXPERIENCE

SALES REPRESENTATIVE
Vector Marketing, Chapel Hill, NC · Winter 20XX
· Promoted to advanced Sales Representative; awarded position on key sales team
· Planned meetings and motivated other representatives
· Scheduled appointments and demonstrated merchandise during in-home presentations

STUDENT TEAM MEMBER · *class projects*
Business Policy · Fall 20XX
· Completed in-depth research on companies (case studies) including internal and external scans, financial analyses, revised mission statements, industry characteristics, and concluding strategies/goals
· Prepared financial statements to develop a five-year forecast

Current Issues in Operations Management · Fall 20XX
· Planned a ten-year forecast for a company using Systat and Quantitative Systems
· Utilizing Excel software, designed plant floor operations for a company

MANAGER/OWNER
Perfect Touch Landscaping, Trenelon, NC · Summers 20XX-20XX
· Marketed and managed business with limited resources
· Controlled 5-day route and supervised 3 employees
· Designed creative advertising letters and canvassed promotions door-to-door

ACTIVITIES

Men's NCAA Division I Rugby Team, 20XX-20XX - State Champions, Fall 20XX	Amnesty International Student Ambassador
Men's Ice Hockey Club	Intramural Sport Program
Bonaventure Business Club	Special Olympics, Volunteer

SKILLS
Computer: Microsoft Word, Excel, Power Point, Windows, PageMaker, webpage design
Cognitive: Environmental scanning

EMPLOYMENT
Parks and Recreation, West Erlen, NC · Grounds Crew · Summer 20XX
Hills Refrigeration Co., West Erlen, NC · Data Entry Clerk · Summer 20XX