

**FIRST NAME LAST NAME**

City, State

Emailaddress@provider.com \* Phone Number

linkedin.com/in/firstnamelastname/

**OBJECTIVE**

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

**EDUCATION**

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

Emphasis: **Leadership and Management**

Northern Illinois University, DeKalb, IL

GPA: 3.4/4.0

**Associate in Arts**, May 20XX

College of DuPage, Glen Ellyn, IL

GPA: 3.7/4.0

**RELEVANT COURSEWORK**

Managing Individuals, Teams, and Organizations

Managing Organizations in Competitive Environments

Leading and Managing Change

Human Resource Management

Principles of Retail

Leading Teams

Leadership

Business Communication

**INTERNSHIP EXPERIENCE**

**Management Intern**, Kohl's, Naperville, IL, May 20XX - August 20XX

- Partnered with a team of interns and permanent staff to implement an on-site campaign promoting store credit cards, resulting in a 33% increase in applications over a two week period
- Addressed customer queries and concerns in a friendly, definitive manner, resulting in increased customer satisfaction and positive feedback from management
- Shadowed managers in all parts of the store to develop awareness of department procedures and goals
- Actively participated in a thorough training emphasizing customer service, teamwork, and store security

**ADDITIONAL WORK EXPERIENCE**

**Fitness Center Desk Attendant**, Lisle Park District, Lisle, IL, Seasonal, 20XX - Present

- Greet and check in visitors in a welcoming manner and quickly help them access equipment they need
- Lead tours of facilities to groups of up to 10 prospective members at a time
- Process membership applications efficiently and accurately to ensure a minimum amount of time between completion and activation

**COMPUTER SKILLS**

Microsoft Word, Excel, PowerPoint

**STUDENT ACTIVITIES**

**Sigma Iota Epsilon**, National Honorary and Professional Management Society, NIU, August 20XX - Present

**Business Club**, College of DuPage, August 20XX - May 20XX