**FIRSTNAME LASTNAME**

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**EDUCATION**

**Texas Christian University,** Neeley School of Business Fort Worth, TX

Bachelor of Business Administration Month 20XX

Major(s):, Minor(s) GPA: X.XX

*Honors/Awards:* (optional)

*Relevant Coursework:* (optional)

**EXPERIENCE**

**Employer,** City, State Month Year – Month Year

*Job Title*



**Employer,** City, State Month Year – Month Year

*Job Title (dates)*



*Job Title (dates)*



**LEADERSHIP AND COMMUNITY EXPERIENCE**

**Name of Organization,** City, State Month Year – Month Year

*Your Role*



**Name of Organization,** City, State Month Year – Month Year

*Your Role*



**SKILLS**

*Technical:* (include levels of proficiency)

*Certifications:* Microsoft Office Specialist: Excel and PowerPoint

*Language:* (optional) (include levels of proficiency)