

**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 Operations Management and Information Systems, May 20XX**

Northern Illinois University, DeKalb, IL

GPA: 3.7/4.0

**Professional Sales Certificate, May 20XX**

**COMPUTER SKILLS**

**Programming Languages** Visual Basic 6.0, HTML, COBOL, Visual Basic Advanced, Lotus Notes 5.5

**Applications** Microsoft Access, Microsoft FrontPage, SAP, Adobe Premiere

6.5, Adobe Illustrator 10.0, Adobe Photoshop 6.0

**EXPERIENCE**

**IT Intern**, ABC Technology, Schaumburg, IL, May 20XX – August 20XX

- Collaborated as a team to automate IT Governance Department’s financial processes
- Created and maintained database in Microsoft Access, tying IT capital purchases to depreciation amounts within SAP
- Coded and tested new Project Status Reports within Lotus Notes

**Pre-Press Ad Designer**, Schaumburg News, Schaumburg, IL, September 20XX – January 20XX

- Designed effective advertisements for Kenosha County’s largest newspaper
- Utilized Macintosh technology, including Adobe Photoshop and Quark Xpress

**Customer Service Worker**, O’Toole’s, Madison, WI, May 20XX – December 20XX

- Positively interacted with patrons daily, improving customer relations and resulting in repeat business
- Consistently earned individual “high sales” numbers and awards

**LEADERSHIP ACTIVITIES**

**Kappa Pi Beta Fraternity**, Northern Illinois University, DeKalb, IL, August 20XX–December 20XX

**Fundraising Chair**, January 20XX–May 20XX

- Chaired a committee of 15 students in the fraternity’s inaugural fundraising initiative
- Organized large-scale fundraising and social events involving more than 100 members
- Coordinated joint fundraising efforts with members of other NIU Greek organizations

**ADDITIONAL INFORMATION**

Council of Logistics Management – Student Member, August 20XX – May 20XX

Northern Illinois University Purchasing Club – Vice President, January 20XX – December 20XX