**Jonathan Sample**  
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**Bold** your major and position titles.

Follow all formatting (**bold,** ALL CAPS, *italics,* regular font) suggestions on this template.

**EDUCATION**

  Bachelor of Arts in **Business Administration** May 2011

Minors: International Business  
AUGSBURG COLLEGE, Minneapolis, MN  
GPA: 3.5/4.0

ALL origination names in ALL CAPS.

Include your gpa ONLY if 3.5 or above.

**RELEVANT EXPERIENCE**

**Sales Associate**  September 2010- present

VERIZON WIRELESS, Minneapolis, MN

* Developed effective sales strategies resulting in recognition as top sales representative for 4th quarter 2005

Use ACTION VERBS. Demonstrated; Utilized; Assisted. Start every bullet item with an action verb.

* Consistently met or exceeded monthly sales goals
* Demonstrated products and assisted customers with general inquiries
* Assisted manager with corporate promotional strategies
* Trained new sales associates on store procedures and operations

**Entrepreneurship Seminar class project**

RESUME DOCTOR, Augsburg College January 2011- April 2011

Use major course projects in your major if you lack relevant experience.

* Developed business plan for local start-up company
* Conducted and analyzed research to determine target market
* Implemented marketing plan to secure initial clientele

**Teller**  June 2008- August 2010

  TCF, Minneapolis, MN

Highlight “transferable skills” if job seems unrelated (customer service, multitasking, problem solving, etc).

* Processed transactions for personal and business customers
* Maintained and balanced a daily cash drawer
* Opened new customer checking and savings accounts

**OTHER EXPERIENCE**

**Office Assistant** September 2006- May 2008

  AUGSBURG ADMISSIONS OFFICE, Minneapolis, MN

* Performed data entry, filing, and clerical duties
* Marketing Augsburg programs and college to prospective students and parents
* Demonstrated professionalism during campus tours and presentations

Activities demonstrate leadership skills.

**ACTIVITIES AND HONORS**

**Augsburg student senate member**  2010-2011

* Finance Committee

**Augsburg Student Ambassador** 2009-2010

**Big brothers/big sisters volunteer** 2009-2010

Delete all my bubbles before saving this document!