

Steve White

Address, City, State Zip Code | Phone Number | Professional Email | LinkedIn Profile

EDUCATION

West Virginia University, Chambers College of Business & Economics **Morgantown, WV**
Bachelor of Science in Business Administration *May 20XX*
Major: Entrepreneurship & Innovation GPA: 3.82/4.00
Minor: Professional Sales

- President's List Spring 20XX

Study Abroad Experience: Brazil, Student Participant *May 20XX*

- Discussed differences in learning with students studying at Brazil University's Business School
- Toured multiple business headquarters and spoke with employees on business strategies

PROFESSIONAL EXPERIENCE

PepsiCo **Columbia, MD**
Sales Intern *May 20XX-August 20XX*

- Effectively utilized the PepsiCo selling foundation to sell contracts to local retail locations
- Conducted coaching sessions with frontline staff to develop selling/customer service skills and efficiencies
- Collected and utilized statistical data to prepare and deliver sales presentations to customers
- Met summer sales goal of \$15,000 in territory

WORK EXPERIENCE

E's Collection, LLC **Morgantown, WV**
Founder *June 20XX-Present*

- Conducted research on clothing manufacturing processes and strategies to managing a successful start-up
- Hand-manufactured 13 different clothing prototypes for sale and developed brand name/logo
- Manage brand website platform and social media presence on Twitter, Instagram, and Facebook
- Track website and social media engagement with customers using Hootsuite Analytics

John Chambers College of Business and Economics **Morgantown, WV**
Peer Career Coach *September 20XX-Present*

- Assist undergraduate students in exploring industries and career paths within the Chambers College of Business and Economics
- Coach undergraduate students through various professional development needs such as creating resumes, enhancing interview skills, and building professional networks
- Help students find various internship/career opportunities via Handshake, Glassdoor, and Indeed

West Virginia University Residence Life **Morgantown, WV**
Front Desk Assistant, Lincoln Hall *August 20XX-May 20XX*

- Answered main telephone line and assisted any students or guests who visited the main desk
- Logged and distributed residence hall keys in coordination with main desk secretary

INVOLVEMENT

WVU Collegiate Entrepreneurs Organization (CEO), President *August 20XX-Present*

- Lead biweekly club meetings and delegate member responsibilities to committee chairmen for all projects, events, and meetings
- Participated in CEO Club Pitch Competition and pitched a business to influential staff members of the John Chambers College of Business

Delta Sigma Pi, Member *September 20XX-Present*

Resume Checklist

Personal Information

- Include your first and last name at the top in a large font (14-16pt).
- Phone Number:** List the number where you are most easily reached; set up a professional voicemail.
- Email Address:** Use a professional address, such as `firstname.lastname@gmail.com`. Avoid inappropriate prefixes, such as mountaineer.cutie@gmail.com.
- Address:** Different scenarios dictate which address (or addresses) you should include: current, permanent, both, or none. If your address is close to the job location, include it. If the address is far away and you want to include your address, it can be beneficial to indicate that you are mobile or actively relocating since some companies find that they better retain talent who already live in close proximity.
- If you are active on LinkedIn, include the URL to your profile.

Formatting & Appearance

- Make sure your resume is one page.
- Use a readable font such as Calibri, Arial, Times New Roman (11-12pt).
- Differentiate sections by headings (e.g. Education, Work Experience, Involvement, Leadership).
- Put Education as the first heading, then organize headings in order of importance.

Education

- Include West Virginia University at the top of the Education section. Underneath, include Bachelor of Science in Business Administration.
- List Entrepreneurship & Innovation as your major and include all minors and areas of emphasis.
- Add any undergraduate projects you have completed and include what you did, how you did it (research methods), and if you presented your findings.
- Add study abroad experience and include 1-2 bullet points about what the experience entailed.
- Include your GPA (always if above a 3.0; if below a 3.0, contact the CCD to discuss)
- Add honors (Dean's List, Scholarships, etc.). You can also create a separate section toward the bottom.

Work Experience, Leadership, Involvement, and Volunteering Sections

- List the name of the organization, the title you held, and the location (city, state).
- Put your start date (month and year) and end date (month and year).
- Bold or italicize job titles and/or the name of the organization.
- List experience in reverse chronological order (most recent first).
- Use bullet points to highlight your responsibilities and tasks.
- Use action verbs (present tense for current jobs, past tense for previous jobs).

Building Better Bullets

- Use quantifiable and measurable information in your bullets.
 - *BAD* Open-ended:** Helped managed children at summer camp
 - *GOOD* Measurable:** Managed over 250 children ages five to fourteen at a week-long day camp
- Ensure your bullet points are objective, rather than subjective or up to personal opinion.
 - *BAD* Subjective:** Experienced verbal communicator
 - *GOOD* Objective:** Delivered ten Ignite-style presentations to audiences ranging from 10-100 individuals on the topics of ethics in the workplace

Technical Skills

- Include technical (hard) skills, such as proficiency in various software systems.
- Do not simply list soft skills (e.g. teamwork or leadership). Demonstrate them via the bullet points of your experiences.