

SAMPLE RESUME

BRIAN BUSINESS

Philadelphia, PA | Name@lasalle.edu | 123.456.7891 | LinkedIn Link

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Science in Business Administration

Expected May 20XX

Major: **Business Administration**

- Honors & Awards: Dean's List (Spring 20XX-Fall 20XX)
- Relevant Coursework: Financial Accounting, Organizational Behavior, Computer Applications for Business, Global Business Perspectives, Accounting for Financial and Managerial Decision Making

RELEVANT EXPERIENCE

Merrill Lynch Wealth Management, Bala Cynwyd, PA

Wealth Management Intern

May 20XX – August 20XX

- Prepared and reviewed client portfolio and financial reports with three Senior Advisors
- Coordinated 1-2 meetings each week with various clients in the financial industry
- Observed financial planning sessions with clients and Senior Executives
- Performed administrative responsibilities including answering phone calls, completing company mandates, and copying client documents

WORK EXPERIENCE

ParkOps Parking Management, Philadelphia, PA

June 20XX – Present

Service Valet

- Park and retrieve 30+ cars each shift for customers receiving service appointments at the dealership
- Provide exceptional customer service, including maintaining a professional appearance and pleasant demeanor at all times
- Clean and maintain the interior and exterior the parts of cars after completion of service appointments

Whitemarsh Valley Country Club, Lafayette Hill, PA

Golf Caddy

June 20XX – July 20XX

- Ensured an enjoyable experience for golfers by carrying golf bags and tending to any requests from golfers to improve their performance
- Maintained course appearance by raking bunkers, filling divots, and picking up debris or waste

LEADERSHIP & ACTIVITIES

Business Leadership Fellows Program

August 20XX– Present

Member

- Selected as one of 30 students within the School of Business to participate in this inaugural program
- Demonstrate leadership through various on-campus, co-curricular, and community engagements

Investment Club

October 20XX – Present

Member

- Participate in investment simulations and learn investing strategies from guest speakers

La Salle Intramural Basketball Team, Captain

December 20XX – February 20XX

Captain

- Corresponded with teammates and Recreation Office staff on game logistics and scheduling

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint), SAP, Bloomberg Market Concepts