**FIRST A. LAST** e-mail: aabcdefg@DelVal.edu

*1 2 3 N. S t r e e t A d d r e s s | C i t y g o e s h e r e | P A | 00000 | tel: 215.999 .9999*

**OBJECTIVE:** To obtain a position in Operations Management, focusing on logistics

**EDUCATION:** DELAWARE VALLEY COLLEGE, DOYLESTOWN, PA
***Master of Business Administration, expected May, 2010
Major: Business Administration, Specialization: General Business, GPA: 3.85***
Special Interest: Participated in Google research and marketing study to identify user trends and develop new products

XYZ UNIVERSITY, Philadelphia, PA

 ***Bachelor of Science degree received May, 2008***

## Concentration: Logistics & Operations Management, GPA: 3.4

honors Program; Dean’s List four semesters

# ACTIVITIES & ASSOCIATIONS:

Vice President, MBA Student Association 2009 – present

Member, Institute for Operations Research and the Management Sciences, 2005

Women’s Basketball, Varsity Team Member 2004-2008

Assistant Coach, Happy Valley Junior Swim League, 2004

**EXPERIENCE:** NAME OF FIRM, City, State Month XXXX - Month XXXX

 **Administrative Intern, Department**

1. If appropriate, place your position in context with regard to one or more of the following parameters, including industry, size, population served, or # of locations or sites.
2. Brief statement about promotions such as “started as server; promoted to hostess/supervisor.
3. Describe a special accomplishment which demonstrates how you “added value” to the organization or enterprise.

NAME OF FIRM, City, State Month XXXX - Month XXXX

 **Job Title, Department**

1. See first bullet above – context statement if appropriate.
2. If this industry experience is similar to the one above, describe/highlight your specific “value added” duties as differentiated from those listed above.
3. Use a phrase or incomplete sentence if it delivers strong and relevant facts. For example, “Extensive use of Lotus 1-2-3 for data modeling, or “Knowledge of SAP HR module.”

# SKILLS & LANGUAGES:

1. Excel, PowerPoint, MS Word
2. Logistics Software, SWOT/SWAT Analysis
3. Green belt, Tae Kwon Do
4. French – fluency
5. Business Research Databases - Hoovers, Lexis Nexis