

Flush left, then use tab key to add permanent address as far right (not flush right) as possible

Name - 14pt font, 1" from the top, upper case and bolded

Contact info should be 10pt font

NAME
GatorAE@ufl.edu

Current Address:
100 SE 1st Street, Apt. 3B
Gainesville, Florida 32606
(352) 123-4567

May use one contact or two

Permanent Address:
100 SE 1st Street, Apt. 3B
Ft. Lauderdale, Florida 33065
(954) 123-4567

OBJECTIVE: A position in marketing, with a special interest in market research and product planning.

All other text should be size 11 or 12pt

EDUCATION

All headings should be in all upper case. bolded. flush left

Master of Business Administration, May 2008

University of Florida, Gainesville, Florida
Grade Point Average: 3.75/4.0 (26/48 credit hours)

Concentrations: Marketing and Management

Coursework includes Marketing Management, International Marketing, Services Marketing, Negotiation and Organizational Staffing

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Bachelor of Science in Business Administration, May 2005

University of Maryland, College Park, Maryland

Major in Finance

Grade Point Average: 3.9/4.0

Use your tab key to indent as shown

Right margin should be same as top

EXPERIENCE

Assistant Store Manager, September 2006 - Present

Sports Authority, Orlando, Florida

- Assisted in managing daily store operations, including financial analysis, human resources, merchandising, and information systems. Managed staff of 4 sales associates and 15 sales assistants.
- Developed merchandising plans with \$1.3 million combined sales volume.
- Created and implemented improved customer service program through development of a new training program and employee incentive program.
- Received Sports Authority Chairman's Award for outstanding performance out of a division of 15 assistant managers.

Marketing Intern, May 2005-August 2005

University Of Florida Athletic Association, Gainesville, Florida

Performed marketing research and promotional activities for major athletic organization.

- Managed and planned an operating budget of \$1.5 million, consisting of equipment and facilities.
- Developed marketing campaign for university's sports program, resulting in 30% overall increase in attendance at sporting events.

SKILLS

Computer: Microsoft Office, WordPerfect, Lotus123, PowerPoint and Harvard Graphics

Language: Fluent in Spanish

Use your word processing system's bulleting function; circular bullets only

AWARDS/ACTIVITIES

Member, MBA Association, 2005-Present

Member, MBA Investment Club, 2005-Present

Volunteer, Gainesville Boys and Girls Club

Dean's List, four semesters

Use Times New Roman for all text

Bottom margin should be .1 size larger

Figure 1. Chronological Résumé Format

