

## **BUSINESS MAJORS**

### **YOUR CONTACT INFORMATION:**

**Name, Address, Phone and Email**

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### **EDUCATION:**

**Dates**

**Massachusetts Bay Community College, Wellesley Hills, MA**

Major: Concentration in \_\_\_\_\_

Anticipated Date of Graduation \_\_\_\_\_

List if you have received high honors or awards based on your academic performance.

**List your GPA only if it is a 3.0 or higher.**

### **RELATED COURSEWORK:**

List your major requirements first

### **ON-CAMPUS INVOLVEMENT:**

List any clubs, organizations or activities you have or are currently participating in at MassBay. Make sure to state the dates and short descriptions.

### **LANGUAGE SKILLS:**

List the languages that you are fluent in and describe whether it is written, oral or both. This is especially important to employers and human resources due to the "global economy" and your ability to increase markets or social change internationally and nationally.

### **BUSINESS RELATED EXPERIENCE, RELATED EXPERIENCE**

**(use bullet points starting with action verbs)**

List any jobs that you have currently or have had in the past where you have used business-related skills. Your work study and internships should always be included if they apply to that category.

### **ADDITIONAL EXPERIENCE: (list any jobs that aren't directly related but show your work ethic)**

### **SERVICE TO COMMUNITY:**

**(use bullet points starting with action verbs)**

List your volunteer experience. Think of projects that you might have done with your youth group, school, family and friends. Be sure to list dates and describe what you have done.

### **COMPUTER SKILLS:**

List computer programs or applications that you know;

Advanced capabilities in all Microsoft Office Programs, especially

Front Page and Access or Proficient in most Microsoft Office Programs

**\*Note:** Words that are great to use for your major on your resume:

Consulted, strategize, networked, led, supervised, managed, created, developed, advanced, incorporated, collaborated, marketed, decision-making, problem-solved, customer service, sales, analyzed, trained, operated, applied, measured, team building, designed, researched, coached, monitored