

## BBA RESUME GUIDELINES

All margins should be a minimum of 1/2 inch  
Keep the resume to 1 page and the font size at least 11 point  
The font size for your name should be slightly larger (14 point) than text

↓  
**James Dean**  
(name bolded)

**Current Address:**  
111 Beverly Hills Street  
Austin, TX 78712  
(512) 555-9999  
jdean@mail.edu

**Permanent Address:**  
4323 Burton Drive, Apt 10  
Wichita Falls, TX 75886  
(510) 555-0987

Put Education 1<sup>st</sup>,  
Experience 2<sup>nd</sup>  
↓

### Education

**Bold university names**

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**The University of Texas at Austin**  
Bachelor of Business Administration  
Major: Finance  
Minor: MIS  
Overall GPA: 3.2 Major GPA: 3.5

May 20XX  
list your actual grad date here

Contributed 60% of tuition and expenses

Be sure the state abbreviation is in CAPS. (Example; TX, not Tx)

**Experience**  
Summer 20XX  
**Bold company names**  
And *Italicize job titles*

**Paramount, Inc.**  
Summer Intern

Los Angeles, CA

- Maintained quarterly operating budget of approximately \$50,000 for costume department
- Prepared 25 detailed financial reports for upper management

Fall 20XX

**IBM**

Austin, TX

Financial Intern

- Updated six productivity reports regarding orders, shipments, revenues and margins on a daily basis
- Reduced shipment down-time by 25% allowing orders to increase by 30% for all Southwest
- Assisted four co-workers in monthly analysis of inventory

**Activities & Honors**

University Finance Association - Vice President  
Delta Sigma Pi  
Undergraduate Business Council  
- B.E.S.T Committee  
- Parents Day Committee  
Lambda Alpha Omega Honor Society

**Skills**

**Computer-** MS Word, Excel, PowerPoint, Access, PageMaker  
**Language-** Fluent in Spanish