

Student CV For Job

Personal Information

- **Name:** Emma Johnson
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- **LinkedIn Profile:** [Emma Johnson](#) (if available)

Objective Statement

A brief but impactful statement that outlines your job aspirations and highlights your strengths and potential contributions to the employer.

Example: "Resourceful and proactive business administration sophomore eager to apply academic knowledge and leadership experience in a part-time role at [Company Name], aiming to enhance customer engagement through innovative strategies."

Education

Prioritize your most recent educational experiences, highlighting any academic distinctions or relevant coursework.

Example:

- **City University, Student Town, ST**
 - Bachelor of Business Administration, Expected Graduation: May 2027
 - **GPA:** 3.7

Relevant Coursework

List courses directly related to the job you are seeking, demonstrating your foundational knowledge in the field.

Example:

- Principles of Marketing
- Organizational Behavior
- Financial Accounting

Skills

Mention both technical and interpersonal skills that are pertinent to the job.

Example:

- Proficient in Microsoft Office Suite and basic data analysis with Excel
- Strong customer service and communication skills
- Ability to work effectively in team settings and independently

Work Experience

Include any part-time jobs, internships, or volunteer work, focusing on responsibilities and achievements relevant to the job you're applying for.

Example:

- **Sales Associate, Booktown Bookstore, Student Town, ST**
 - September 2025 - Present
 - Assisted customers in finding products and provided recommendations, improving customer satisfaction.
 - Managed inventory and restocked shelves, ensuring product availability.

Projects

Detail academic or extracurricular projects that reflect your skills and initiative.

Example:

- **Market Analysis Project, City University**
 - Developed a market analysis for a hypothetical startup, presenting findings to a panel of professors.
 - Utilized surveys and data analysis to identify potential market segments and consumer preferences.

Extracurricular Activities

List activities and organizations where you have been actively involved, especially in leadership roles.

Example:

- **Treasurer, Business Club, City University**
 - Managed the club's budget and organized fundraising events, enhancing financial and organizational skills.
- **Volunteer, Local Community Center**
 - Organized weekly activities for youth, fostering leadership and planning abilities.

Awards and Honors

Include any recognitions that highlight your achievements and capabilities.

Example:

- Winner, City University Business Plan Competition, 2026
- Member, National Honor Society, 2025

References

Available upon request. (You may include references if explicitly requested, providing their name, title, organization, and contact information.)