

**Functional Resume For Student**

**Jane Doe**

1234 Maple Street Small Town, NY

12345 (555) 678-1234

jane.doe@email.com

LinkedIn: linkedin.com/in/janedoe

**Objective** Energetic and detail-oriented second-year student at Smalltown University pursuing a Bachelor’s degree in Business Administration. Aiming to leverage academic knowledge and leadership experience to contribute to the marketing team at Creative Solutions Inc.

**Skills Summary**

* **Organizational Skills**
	+ Managed multiple class projects while maintaining a high GPA.
	+ Organized monthly meetings and events for the Business Students’ Association.
* **Technical Skills**
	+ Proficient with Microsoft Office Suite (Word, Excel, PowerPoint).
	+ Experienced in using Adobe Creative Suite to create promotional materials for school events.
* **Communication Skills**
	+ Strong written and verbal communication skills developed through writing articles for the university newspaper and participating in debate club.
	+ Presented research findings on consumer behavior trends at the annual Business Conference at Smalltown University.
* **Leadership and Teamwork**
	+ Vice President of the Business Students’ Association, coordinating with team members to plan and execute professional development workshops.
	+ Led a group of four in a market analysis project, which involved data collection, analysis, and presentation to the class.

**Education** **Smalltown University** Bachelor of Business Administration (Expected Graduation: May 2023)

* Major in Business Administration
* Cumulative GPA: 3.75
* Relevant coursework: Principles of Marketing, Consumer Behavior, Business Statistics

**Academic Projects**

* **Market Analysis Project** | Business Statistics Course | Jan 2022 - May 2022
	+ Conducted a comprehensive market analysis to identify potential growth areas for local businesses.
	+ Utilized statistical software to analyze data and presented findings to class, receiving high praise from the professor.
* **Promotional Campaign Project** | Principles of Marketing | Sep 2021 - Dec 2021
	+ Developed a marketing campaign for a local nonprofit, increasing their social media engagement by 40% over three months.
	+ Collaborated with team members to create and distribute promotional materials using Adobe Creative Suite.

**Extracurricular Activities**

* **Business Students’ Association** | Vice President | Sep 2021 - Present
	+ Coordinated professional development events for members, including workshops and guest speaker sessions.
* **Volunteer at Local Food Bank** | Volunteer Coordinator | Jan 2022 - Present
	+ Organize volunteer schedules and facilitate food distribution events.

**Certifications**

* Microsoft Office Specialist: Excel, Microsoft, 2022

**Awards and Honors**

* Dean’s List, Smalltown University, 2021 - 2022
	+ Awarded to students with a GPA of 3.5 or higher each semester.