



Degree Name: You will earn a “Bachelor of Science in Business Administration.”

Location: Include the city and state.

Graduation Date: A single date is best. You do not need to represent the start and end dates of your education (as you would for a job in an experience section).

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science in Business Administration
Majors: **Marketing** and **Entrepreneurship**, Minor: **Spanish**
• Dean’s List: Fall 2013, Spring 2014

May 2015
GPA: 3.3/4.0

COMPUTER SKILLS: SAS, SPSS, MS Access

GPA: Providing your grade point average is optional. If you have a 3.0 or above, providing this detail may enhance your marketability to employers. Use the same number of decimal places for your GPA and the 4.0 (or 4.00) scale.

Formatting: Use bold text for your major(s) and minor(s) to help the information stand out on the page. Adjust the Major(s) heading to reflect whether you have a single or double major.

** If you are undecided, you may omit the Major line and simply list that you are earning your Bachelor of Science in Business Administration.

Skills: To keep your skill section relevant for employers, only provide skills **above and beyond** what is expected of you in the College of Business Administration and within your major(s).

Academic Honors: Academic honors, such as Dean’s List or other merit-based scholarships, may be listed in the education section or separately, in an Honors & Activities section. Dean’s list is most often listed within the education section. Scholarships are most commonly listed within an “Honors” or “Activities & Honors” section.

EDUCATION SECTION TIP

High school education information is NOT included within college-level resumes.