**Your Name**

[yourname@gmail.com](mailto:yourname@gmail.com) • Cell Phone • City, State • LinkedIn

**EDUCATION**

**University of Pittsburgh**, Pittsburgh, PA **Expected Graduation:** **Month 20XX**

Bachelor of Business Administration

**Minor**: Spanish

**GPA**: 3.5 *(only list if over a 3.0) /4.0*

**Dean’s List:** Spring 20XX, Fall 20XX

**RELEVANT COURSEWORK**

|  |  |
| --- | --- |
| * Principles of Marketing | * Introduction to Management |
| * Business Communications | * Introduction to Economics |
| * Introduction to Accounting I & II | * Data Management |

**RELEVANT SKILLS**

* Excellent teamwork and communication abilities cultivated through collaboration with coaches, teammates, and professors.
* Strong work ethic and dedication demonstrated through balancing demanding athletic commitments with academic responsibilities.
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

**ACTIVITIES/ LEADERSHIP**

**University of Pittsburgh, XYZ Team**, Pittsburgh, PA **Fall 20XX – Present**

*Division I Scholarship Student-Athlete*

* Managed 20+ hours per week of practice, training, and competition, while holding the responsibility of being a full-time student
* Developed discipline, time management, and collaboration skills through rigorous athletic training and competition.
* Harnessed problem solving and communication skills by establishing a competitive and positive environment
* Educated 20+ incoming freshmen athletes on school training programs, session times, and competition rules

**STUDENT ORGANIZATIONS**

**Student Athlete Advisory Committee (SAAC) - Pitt**  **April 20XX – Present**

*Member*

* Represented XYZ Team to voice the student athlete experience to the Pitt athletic department
* Developed leadership, communication, and decision-making skills while leading the ZXY Sub-Committee
* Improved dissertation skills and group engagement

**COMMUNITY INVOLVEMENT**

*(Name and details as well as date of events you’ve done with your team, and anything on your own)*

**ACHIEVEMENT AND HONORS**

*(Awards you’ve won academically or athletically)*

References: Available upon request.