

# FIRST LAST NAME

1408 SOUTH WORCHESTER HILL RD • JEFFERSON MAY 20xx 0.8.gsbET(120935.2 (E)JFJ 0 Tc13.77 23.5  
Major GPA: 3.55/4.00 Cumulative GPA: 3.36/4.00  
Beta Gamma Sigma Academic Business Honor Society

## RELATED EXPERIENCE

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**AMERICAN ENTERPRISE INSTITUTE**, Washington, DC

**Corporate Relations/Marketing Intern**

**Summer 20xx**

- Researched and updated individual and corporate fundraising reports for the current and previous years according to specific industries
- Reported on current projects in progress at weekly department meetings
- Utilized Excel, Word, Internet Explorer and Raisers Edge Database System to extensively research and track information on donors to the institution and created well-organized reports based on findings
- Worked in a team-oriented environment where deadlines were of essential importance.
- Routinely handled confidential documents
- Assisted in researching prospective target individuals, organizations, foundations, and corporations for future solicitation

**J & R MARKETING**, Syracuse, NY

**Summers 20xx, 20xx**

**Promotion Coordinator**

- Organized and led direct mail promotions at local and regional automotive dealerships
- Conducted sales meetings, greeted and registered