



**Labeled Header:** A specific header can highlight a theme within your experiences.

**Reverse-Chronological Order:** List experiences in reverse-chronological order according to end date.

## MARKETING EXPERIENCE

### Marketing Student Staff

June 2022 – Present

ENROLLMENT MANAGEMENT, Marquette University, Milwaukee, WI

- Complete research projects including a competitor analysis and student satisfaction assessment.
- Offered website suggestions that resulted in layout changes to Q&A webpage.
- Analyze response rates from direct mail outreach to high school sophomores and juniors.
- Provide courteous service to prospective students and families who visit the office.

### Sales Associate

July 2019 – December 2021

SALKED & SONS, INC., Waukesha, WI

- Contributed to sales team by scheduling uniform fittings for seven high schools.
- Filled orders and maintained stock of items in three departments.
- Assisted store manager with obtaining price quotes for seasonal sports equipment.
- Developed and tested group sales follow-up program resulting in referral business.
- Guided customers with purchases of retail items and team supplies.

**Punctuation:**  
For consistency, end all or none of your bullet points with punctuation.

**Font Style:** Make your role titles and organization names stand out by using font effects such as bold, all caps or italics. Use font effects consistently to make accessing your information straightforward for employers.

**Results:** Describing the outcomes of your efforts can help demonstrate skills and prove your value to an employer.

## EXPERIENCE SECTION TIP

In addition to your education, employers will learn the most about you through the experience section.

Customize your descriptions to address the needs of the position to which you are applying.